

SCOPE:

This policy applies to The Board of the Onemda Association (The Onemda Board) and governance of Onemda. The recruitment and selection of Board members is the prerogative of the members of the association and determined by this policy and procedure and the Rules of Onemda Association.

POLICY:

The Onemda Board will strive to assist Onemda work towards its Mission, act in the best interest of Onemda and its stakeholders. This is to be done without private gain to any member.

Recruitment and selection of members to Onemda's Board will be in accordance with the 'Rules' and 'Statement of Purpose' as registered under the Associations Incorporations Reform Act 2012. All appointments are subject to Police Records Checks, in line with Onemda's Safety Screening policy and Victorian Guidelines.

Under the framework of Equal Opportunity, The Onemda Board members shall be recruited and selected in a fair and transparent process based on the experience and skills required by the current strategic direction of the organisation. A balance of skills is sought to best serve Onemda's mission, function and purpose.

PROCEDURE:

When a vacancy occurs the Onemda Board will formulate a Selection Panel to oversee the recruitment process. Tasks of the Selection Panel include:

- analyse the current Board Skills Matrix and consider the recruitment needs of the Board
- analyse and review the Position Description to be advertised and ensure that it reflects the responsibilities and duties required of the position
- identify the Key Criteria which will inform the decision to select an applicant
- develop a set of questions reflective of the position description and Key Criteria
- advertise the position
- provide a position description and copy of this policy to all applicants

After application closing date, the Selection Panel will:

- meet to review the applications and develop a short list for interviewing
- interview the short listed applicants
- view all documents related to qualifications and experience
- select the successful candidate
- conduct safety screening processes
- conduct referee checks at the discretion of the panel
- document the selection process and outcome and have it signed by all panel members
- advise all candidates of the outcome.

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To be selected as a Director of the Onemda Association an applicant must demonstrate and provide evidence of the following essential attributes:

- Strong Value and Ethics
- High level of emotional intelligence
- Low ego
- High level of technical skills
- Broad general knowledge
- High degree of creativity
- Strong governance skills

Each selected Director must complete the following:

- Obtain a NDIS Worker Screening Check (this includes a Police Check and ensures compliance with Onemda's Safety Screening policy)
- Complete the Onemda Code of Conduct Declaration
- Complete the NDIS Worker Orientation Module

Related references and links

Associations Incorporations Reform Act 2012.

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