



## Governance Recruitment & Selection

E/1.6.1

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### Purpose

This procedure provides guidance for the completion of recruitment and selection activities for governing body members that are:

- Elected by members of the Synod; and
- Nominated by a Synod Governing Body and approved by the Synod Standing Committee.

### Scope

The procedure applies to appointments for all persons to be engaged on one of the nominated Synod Governing Bodies.

### Procedure

#### 1. Members of a Synod governing body elected by the Synod

1.1. This procedure applies to the following governing bodies:

- 1.1.1. Synod Standing Committee (SSC);
- 1.1.2. The Uniting Church in Australia Property Trust (Q.) (Property Trust); and
- 1.1.3. Board for Christian Formation (BCF).

1.2. Nomination Date

- 1.2.1. On the advice of the Remuneration and Nomination Committee (RNC), the Business Committee of Synod will determine the date (nomination date) on or before which the General Secretary may receive nominations for elected member positions to be filled at the next Synod. The nomination date must be at least 4 weeks before the day (the opening day) of the opening of the ordinary meeting of the Synod.
- 1.2.2. The Business Committee of the Synod must publish the nomination date on the Queensland Synod's website

1.3. Seeking nominations

- 1.3.1. Advertising will incorporate a combination of internal, external and social media methods to attract nominations from the Synod.

1.4. Nomination for elected member positions

- 1.4.1. A member of the Synod may nominate a member of the Synod for election as an SSC elected member. The nomination must be submitted to the General Secretary.

1.4.2. To be a valid nomination, a nomination must be:

- 1.4.2.1. made using a properly completed pro-forma nomination form based on the Governing Body Nomination and Profile Form Template (E/1.6.1.1) and the Governing Body Capability Matrix (E/1.6.1.2); and



1.4.2.2. received by the General Secretary on or before the nomination date; and

1.4.2.3. accompanied by:

1.4.2.3.1. a written consent of the nominee for the nomination; and

1.4.2.3.2. a declaration by the nominee about his or her ability to regularly attend meetings of the nominated governing body; and

1.4.2.3.3. confirmation that the nominee is not disqualified from being an elected member.

#### 1.5. Profile about Nominee

1.5.1. The RNC must require a profile to be prepared, which is incorporated into the Governing Body Nomination and Profile Form Template (E/1.6.1.1), about each nominee under by-law Q2.2.10(1). The profile must include information about the gifts, skills or experience of each nominee in the relevant competencies.

1.5.2. The RNC must provide its profile about each nominee to the members of the Synod at least 2 weeks before the opening day.

#### 1.6. Recommendation about nominee

1.6.1. The RNC may make a recommendation regarding a nominee, which is incorporated into the Governing Body Nomination and Profile Form Template (E/1.6.1.1). If a recommendation is made, it must include information in support of the recommendation.

1.6.2. Information in support of the recommendation may come from:

1.6.2.1. A review of the completed nomination and profile form;

1.6.2.2. An interview with the nominee by nominated members of the RNC using the Governing Body Applicant Interview Template (E/1.6.1.5); and/or

1.6.2.3. Consideration of the collective diversity profile of existing governing body members.

1.6.3. In deciding whether to make the recommendation for a nominee for SSC, the RNC must be guided by the objectives stated in by-law Q2.2.8(1).

1.6.4. Where the RNC determines that interviews will be conducted, the RNC must inform the Business Committee for the Synod to ensure sufficient time is scheduled for interviews between the closing date of nominations the distribution of profiles to the members of the Synod.

1.6.5. RNC must provide the recommendation to the members of the Synod at least 2 weeks before the opening day.

#### 1.7. Governing body chairperson profile

1.7.1. The chairperson will complete a Governing Body Chairperson profile (E/1.6.1.3) regarding:

1.7.1.1. Governing body responsibilities that will be a priority over the next 12-18 months

1.7.1.2. Any aspect of meeting management that is a priority for the chairperson for effective meetings

1.7.1.3. Any gaps in recommended capabilities for the governing body, with reference to the n Governing Body Capability Matrix (E/1.6.1.2)



1.7.1.4. The chairperson must provide the profile to [governance@ucaqld.com.au](mailto:governance@ucaqld.com.au) at least 4 weeks before the opening day.

#### 1.8. Ballot recordings

1.8.1. Each nominee's response (60-90 seconds) to the following questions will be recorded prior to Synod:

1.8.1.1. How their previous roles have prepared them to be a member of the nominated governing body

1.8.1.2. Their personal aspiration for serving on the nominated governing body; and

1.8.1.3. What they identify as their strengths.

1.8.2. Each chairperson's response (60-90 seconds) to the following questions will be recorded prior to Synod:

1.8.2.1. The governing bodies most significant challenge over the next 12-18 months; and

1.8.2.2. What capabilities would be of value to the governing body.

1.8.3. The recording will be played during Synod and before the ballot commences.

## 2. Members of a Synod governing body other than SSC, Property Trust and BCF

### 2.1. Commencing recruitment

2.1.1. A decision to recruit is made after a vacancy exists as a result of a current member's term expiring, a member's resignation, or termination of membership.

2.1.2. A decision to recruit may also be made if a new position emerges.

### 2.2. Advertising

2.2.1. Advertising may incorporate a combination of internal, external or social media methods to attract suitable and appropriately qualified applicants who have an association with the Uniting Church.

2.2.2. The Governing Body Recruitment and Communication Plan (E/1.6.1.4) provides guidance on communication channels and recruitment key messages for target groups associated with the Uniting Church.

2.2.3. Recruitment and communication specialists of Uniting Church agencies will collaborate to ensure consistency in advertising timeframes and closing dates.

2.2.4. Applicants must complete a nomination form for the governing body based on the Governing Body Nomination Form Template (E/1.6.1.1) and the Governing Body Capability Matrix (E/1.6.1.2).

2.2.5. Completed nomination forms are sent to [governance@ucaqld.com.au](mailto:governance@ucaqld.com.au)

### 2.3. Short-listing and the selection process

2.3.1. Chairs of each Synod Governing Body are responsible for the selection processes adopted and ensuring the processes are consistently applied to each applicant so that the final decision is based on merit. The Governing Body Applicant Interview Template (E/1.6.1.5) can be used to assist in this regard.



- 2.3.2. Chairs/selection panels must ensure that communication with the applicant pool is consistent throughout each selection process from the time of application, during the interview process, to advising unsuccessful appointments. Ideally applicants should be acknowledged and expectations regarding selection duration should be communicated.
- 2.3.3. All persons engaged on selection panels must have the necessary skills and experience to apply the requirements of this procedure and use the tools provided.
- 2.3.4. Chairs and the selection panel must ensure that each selection process provides fair and equitable treatment of all applicants. This includes:
  - 2.3.4.1. Consideration of the collective diversity profile of existing governing body members
  - 2.3.4.2. Where a conflict of interest exists between an applicant and a selection panel member, the panel member must declare the conflict of interest and seek not to be involved in the selection process. Interview panels should preferably comprise two members with balanced gender representation.
  - 2.3.4.3. When applicants are contacted, they should be advised of the position title of the selection panel members as a courtesy.
- 2.3.5. A submission by the Governing Body chairperson to the SSC should briefly outline the background of the vacancy, details of the preferred applicant and confirmation that the correct recruitment process has been followed.

#### 2.4. Reference Checking

- 2.4.1. Applicants applying to a Governing Body are to nominate at least two (2) referees to validate/support their application.
- 2.4.2. Reference checking should be done by the same person using the Governance Body Referee Check Template (E/1.6.1.6).

### 3. Probity Screening

- 3.1. The Governance Secretary, or Synod office minute secretaries, will liaise with new Governing Body members to ensure that the requirements of the Safe Ministry with Children policy (POL-SMC-01) have been met.

### 4. Appointments

- 4.1. The Chairperson of the relevant Governing Body or the relevant Synod office minute secretary will notify the successful nominee/applicant and will prepare written confirmation. The letter will include expectations of governing body membership and information regarding the onboarding/induction process.

### 5. Unsuccessful Nominees and Applicants

- 5.1. Unsuccessful nominees for SSC, Property Trust and BCF are notified by way of the ballot outcome at Synod.
- 5.2. The Chairperson of other Governing Bodies or the relevant Synod office minute secretary will contact each person interviewed, advise them of the selection outcome and offer the opportunity for feedback.



## Related documents

- The Uniting Church in Australia Constitution
- The Uniting Church in Australia Regulations
- The Queensland Synod By-Laws
- POL-0001 Privacy Policy
- POL-0002 Conflicts Policy
- POL-SMC-01 Safe Ministry with Children: Providing Safe Ministry
- E/1.6 Governance Recruitment & Selection Policy
- E/1.6.1.1 Governing Body Nomination and Profile Form Template
- E/1.6.1.2 Governing Body Capability Matrix
- E/1.6.1.3 Governing Body Chairperson Profile Template
- E/1.6.1.4 Governing Body Recruitment and Communication Plan
- E/1.6.1.5 Governing Body Applicant Interview Template
- E/1.6.1.6 Governing Body Referee Check Template

## Definitions

Term	Meaning
The Uniting Church in Australia, Queensland Synod (also called we or us or the Church)	Means the functions and activities of The Uniting Church in Australia: <ul style="list-style-type: none"><li>• within and in relation to the bounds of the Queensland Synod; and</li><li>• outside the bounds of the Queensland Synod (where managed by parts of the organisation located within the bounds of the Queensland Synod),</li></ul> under the <i>Uniting Church in Australia Act 1977 (Qld)</i> .
Synod Governing Bodies	Boards and committees established under Paragraph 32 if the Constitution (responsibilities of the Synod) and which are listed below: <ul style="list-style-type: none"><li>• Synod Standing Committee</li><li>• The Uniting Church in Australia Property Trust (Q.)</li><li>• Finance, Investment and Property Board</li><li>• Board for Christian Formation</li><li>• Advisory Committee on Ministerial Placements</li><li>• Remuneration and Nomination Committee</li><li>• Audit and Risk Committee</li><li>• Uniting Education Schools and Residential Colleges Commission</li></ul>
Selection Panel	Means persons appointed to conduct interviews and provide recommendations regarding potential appointments.
Advertising	Any process that provides a pool of people for a vacancy that exists with a closing date for applications.
Interview	The process of collecting first-hand information from potential appointees by a panel of people consisting of at least 2 members.
Appointments	The process of reviewing data collected, conducting referee checks and selecting the most suitable applicant and detailing the appointment in writing.



## Revisions

Document number		E/1.6.1			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	13.06.2023	RNC Res 23.066	01.04.2023	People & Culture	Manager People & Culture
Next scheduled review		1.07.25			