

		IQA Policy P4	
National Secretariat		Board Recruitment	
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Introduction

The nomination and selection of Board members is the prerogative of the members of The Institute of Quarrying Australia (IQA) through the election process. However, given the responsibilities of the Board, there is a need for the Board to have an appropriate mix of expertise and experience. Policies and procedures must facilitate the election of those people who best meet the needs of the IQA.

Purpose

Board members should provide an appropriate mix of skills to provide the necessary broad range of industry knowledge and experience to meet the Board's responsibilities and objectives. The Board also aims for a composition which will appropriately represent the interests of the various groups contained within the quarrying industry. The Board should consist of independent persons, with good, broad experience of business management and quarrying industry background.

Policy

The Board should attempt, using its network of contacts within the IQA's membership, to identify appropriate individuals with needed skills and interests as potential Board members. When vacancies arise among the elected Board positions, such individuals should be encouraged to nominate for election. Such individuals may also be appointed by the Board, where the Constitution provides, to casual, vacant Board positions.

Procedures

1. The Board shall regularly assess its composition by reference to
 - a. Necessary areas of expertise;
 - b. The ideal balance between experience and modern innovative approaches;
 - c. Ensuring cultural and gender diversity;
 - d. Contributions from relevant stakeholders; and
 - e. The following director criteria requirements as prescribed in the IQA's constitution.

A Corporate member has to satisfy one of the following criteria to be eligible to nominate as a Board Director effective from 26th October 2016:

- i) Have been an IQA member for at least a three year period; or
- ii) Have experience as a Chairperson of an IQA Branch / Sub-Branch for a minimum of two years; or
- iii) Have experience as a director of a for-profit or not-for-profit organisation, or a professional membership institute, for a minimum of three years; or
- iv) Have experience as the IQA YMN National Coordinator for a minimum of three years; or
- v) Have experience as an Advisory Council member, CP Board member, Branch / Sub-Branch Chairperson, Secretary or Treasurer and / or executive or senior management position with the industry, for a minimum of four years in either of the positions or combined.'

2. The Board shall identify areas where existing Board composition falls short of the ideal.
3. Board members shall attempt to recruit Board candidates from IQA membership or wider networks if a Board composition gap is identified.
4. The Board shall collect suggestions from IQA members and recommend a list of suitable candidates for a Board Director nomination.
5. Where a casual vacancy occurs on the Board or its committees other than at the expiration of elected terms, appointments shall be made from the list of suitable candidates if the Board considers it necessary.
6. Before each Annual General Meeting the Board shall attempt to recruit nominations for the Board Director positions from this list.

Responsibilities

1. It shall be the responsibility of each member of the Board to explore among their networks the possibility of them nominating for a position on the Board of the organisation.
2. It shall be the responsibility of the Company Secretary to draw up and maintain a list of prospective candidates for the Board. All entries on this list shall be reported to the Board.
3. It shall be the responsibility of the Company Secretary to ensure that any nominees, candidates, or new members are acquainted with the IQA's purposes, policies, and procedures.
4. It shall be the responsibility of the Company Secretary to ensure that any nominee satisfies the required director criteria as prescribed in the IQA's constitution.