**Board Search Statement**

**How to use this template**

This template is designed as a starting point for making decisions around:

* Language to use to maximise accessibility and understanding;
* What level of detail to provide.

Throughout the document, please note the following prompts:

* <Text highlighted yellow> is designed for you to update or tailor to your organisation;
* Text in red is included as a tip and should be removed from the template before completing.

You may need to make content additions or omissions depending on the specific needs of your organization.

Reminders when completing:

* Shorten sentences in bullet points to seven (7) words or less.
* Use professional/ business language.
* Use consistent language.
* Avoid using acronyms.
* Use an active voice.

**Background/Introduction**

<insert company name> is committed to diversity and inclusion through the entire employee life cycle starting with how we recruit. We recruit candidates aligned with our values, mission, and strategies – embracing diversity in all its forms. We expect all staff who take part in hiring decisions to adhere to the <insert Inclusive Hiring Policy name> and make use of the Board Search Statement template below.

**Purpose**

The Board Search Statement is to advise <Insert organisation name> members and the broader community of the upcoming Director vacancies.

This template is designed to support an inclusive hiring process at <insert company name>. The template should be read in conjunction with the <insert name of Inclusive Hiring Policy>. Except with the written authorization of < insert relevant person >, all hiring processes at < insert organization name > will follow the template below.

**<insert company name>**

**Location:** <insert whether meetings are held via video conference or face to face>

**Job Type:** <include whether board meetings are held during weekdays and business hours and the expected frequency>

**Salary:** <voluntary / insert salary & applicable benefits / credentials>

**Number of positions:** There are <insert #> positions which will become vacant at the Annual General Meeting (AGM) <insert date of AGM> with

**Term:** The term of the Board Director vacancies is <insert #> years and Directors are eligible for re-election/appointment. (Note: This will need further detail if there are different terms available across the vacancies (to manage board continuity)).

**Closing Date:** Nominations close <insert date and time> and must be submitted to <insert contact name, email and contact number>.

## Headlines

Pull out three top reasons why your organisation would be desirable for potential directors.

**Inclusion statement**

At <insert organisation name> we understand that everyone’s journey is different, and we embrace and celebrate differences. We also recognize that historically, not all persons have had equal opportunity to develop or gain the experience required for this role. We encourage you to apply even if you feel that you do not meet **ALL** the requirements listed.

Our recruitment system offers automated reasonable adjustments, and we welcome you to use these if you need. If you need an adjustment that is not available in the system, please reach out to <insert contact name>.

Automated systems allow candidates to self-select and self-adjust during the recruitment process. Examples would be, an option to submit a different kind of assessment instead of a video assessment, an option to elect additional time to complete an assessment task, and an option to skip an assessment if for instance they have colour blindness, and the assessment involves colour judgement. In any event, the parameters should be set by your organisation and allow the process to remain equitable for all candidates. Please note that the available adjustments may be dictated by the recruitment system in use.

**What we do**

At <insert organisation name> <insert the story of the organisation’s mission and the social impact the business makes.>

Use this opportunity to build buy-in to the company. Make reference to organisation values and aim to evoke emotions with the potential candidate which will build a connection to the sport.

*Example*

We believe in excellence, teamwork, and integrity. We simplify complex and solve real world problems. To do this, we engage the best talent by embracing diversity in all its forms and representation.

**The role of the Board of Directors**

Detailed impact statement and role responsibilities. Ensure you mention the projects or deliverables of the role, what will make the role successful within the business and the tools and expertise the successful candidate will be able to call on.

As the <insert job title> you will contribute to <insert key objectives the role will add value and how the role will make an impact> (i.e. promoting <sporting organisation’s name> goals through tangible results for the community)

* Providing vision, direction and guidance for growth
* Launch sustainable initiatives
* Encourage coordination, cooperation and collaboration across stakeholders..

**Essential requirements**

Remember to:

* Limit dot points for essential skills to 5-6
* Avoid statements like “+5 years’ experience” unless necessary
* Consider replacing it with “relevant experience” to avoid age discrimination

While we are flexible in our approach and offer training for all our roles, we like to set you up for success. To do so, it is important that you have the following skills:

* endorsement by a Member
* meeting the qualifications and key selection criteria (contained in the Company’s Director Position Description and accompanies the ‘Call for Director Applications’ document)
* membership requirements (at time of nomination or upon election/appointment)
* agreement to be bound by the Constitution and the Policies
* any matters that set 'ineligibility’ e.g. an employee of the organisation <insert any references to sections of the Company’s Constitution, ability to hold a position with a connected organisation, etc.>

Update this section specifically for the key skills you are looking for in the successful applicant. This should include some of the core competencies you will also have in your Job Description.

**Other requirements**

The below are nice to have but we acknowledge that they can be acquired while doing the job so do send in your application if you meet the above criteria but do not meet the below.

* Athlete Development and Wellbeing
* Consumer Insights and Behaviour
* Commercial (including broadcast)
* Digital and Social Marketing
* Financial Management
* Government Relations
* High Performance
* Information Technology & Digital Innovation
* Medical & Health
* People & Culture
* Public Relations & Communications
* Risk Management

Consider adding lived experiences alongside skills being sought, particularly seeking those designed to remedy historical marginalisation in the sport.

[*Click here*](https://www.clearinghouseforsport.gov.au/__data/assets/excel_doc/0004/1097869/Board-Skills-Matrix-Template.xlsx) to view the current Board Skills matrix and summary of skills sought.

## Benefits

Please follow this <insert link> to learn more about our employee benefits and hear from other employees about their journey within <insert organisation name>.

Include your organisation’s benefits here in bullet points.

**The Process**

We acknowledge that the recruitment process can be stressful and we aim to alleviate the stress of this by being transparent about our process.

1. The terms of the following Directors expire at the AGM and each is eligible/ineligible (*or describe the mix*) to nominate for re-election to the position of Director:
	* Director name
	* Director name
	* Etc.
2. The <insert #> incumbent Directors eligible to nominate for re-election have indicated they <select from will / will not> seek re-election.
3. In accordance with the <Insert organisation name> Constitution, the Board may consist of <insert #> members comprising - <insert #> elected Directors, and up to <insert #> appointed Directors. *<Insert any diversity requirements such as ‘no single gender is to constitute less than <insert # or %> of the Board’s membership, and at least <insert #> of each gender must be elected members>.*
4. These vacancies will be filled <by board appointment / member vote> (where the voting members are the <state associations/members clubs/individual members>.
5. <Insert organisation name> will call for nominations for <insert #> vacancies prior to the AGM. This will be communicated by the <insert who - Company Secretary/CEO/President, etc> via a Notice of AGM and Call for Nominations which will be advertised on the <Insert organisation name> website, sent to voting members and shared widely across media channels and to Director Registrys such as Australian Institute of Company Directors, SportAUS National Sports Directorship registry, Women on Boards, etc).
6. If you are interested, please respond through the call for nominations process and complete the required nomination forms and supply any additional information as requested (e.g. cover letter, CV/resume, Consent to Act as a Director form, etc)
7. The Company’s Nominations Committee (NomCo) is responsible for the assessment of all applications and determination of those persons considered eligible. The NomCo consists of:
* Insert details such as
	+ *One (1) Independent Chair*
	+ *Two (2) Board Members; and*
	+ *One (1) Member Association Representative*
1. Depending on the Company rules / procedures the NomCo may determine who will be put forward for the position of Director of the Company Board, rank and recommend candidates to the voting members, etc. There will be no opportunity for appeal in respect of the assessment undertaken by the NomCo. Applicants will be notified regarding whether their application for nomination has been deemed eligible by no later than <insert date>.

**For all enquiries please contact** <insert contact name, email and contact number>

