



BOARD RECRUITMENT AND SELECTION POLICY

Policy	BOARD RECRUITMENT POLICY			
Version Reference	1.0			
Tenant Focus Group Approval Needed	No			
Approved by Board	Yes			
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Review Due	April 2026			
Policy Champion	Chief Executive			
Who this Policy Affects	Staff ✓	Tenants	Contractors	Members of the Public ✓

1 PURPOSE AND SCOPE OF POLICY

- 1.1 Cill Dara Housing Association is community-based housing association that provides housing services to tenants within County Kildare. The association is a registered Charity and an Approved Housing Body and is regulated by the Approved Housing Bodies Regulatory Authority (AHBRA) and the Charities Regulator.
- 1.2 Our mission is to provide quality homes and services for people in housing need and we are proud to play a role in supporting the development of safe and sustainable communities where people are proud to live.
- 1.3 To support the association in achieving this it is important to ensure that we have enthusiastic and committed board members who have a passion for our services and hold the right skills to lead the association.
- 1.4 The Board of Cill Dara Housing Association recognises that board composition is critical for good governance and better performance. Cill Dara Housing Association therefore recognises that it is crucial to recruit board members with the necessary skills, knowledge, experience, and connections, to ensure an effective organisation to achieve its vision, mission, charitable purpose and associated strategic goals.
- 1.5 Board members at Cill Dara Housing Association are part of a team that is responsible for the overall strategic direction of the business together with ultimate control of corporate governance and financial management.
- 1.6 This policy details a transparent system for both the recruitment and retirement of Directors (board members), with fixed terms of office and an effective and manageable board size.
- 1.7 Our board members are appointed and resign or retire according to our governing document and we keep appropriate records of board members and the details of when their term has expired.
- 1.8 New board members will reflect the ongoing mission of the organisation and through the induction process will be given the appropriate information, training, and support to help them fulfil the organisation's mission and their role as a board member.
- 1.9 This policy relates to the recruitment of new board members in any of the following circumstances:
 - The end of a term, or maximum terms, of a board member.
 - A board member resigns.
 - A board member is removed.
 - A skills gap is identified which, when filled, improves the board composition.

- 1.10 Cill Dara Housing Association will ensure that succession planning is carried out and recognises that a constraint exists in identifying suitable and willing candidates for these voluntary positions.
- 1.11 This policy applies to the Cill Dara Housing Association Board and any Sub-Committees.

2 LEGISLATION, REGULATION AND RELEVANT GUIDANCE

- 2.1 Under the Companies Act 2014, Cill Dara Housing Association abides by the qualification rules set out for the appointment of board members.
- 2.2 A new board member is required to become familiar with the legal and regulatory framework under which Cill Dara Housing Association is obliged to operate including, but not limited to, the Charities Act (2009), the Companies Act (2014), the Governance Code for Charities (2018) and the Standards for AHB as set out by the Approved Housing Bodies Regulatory Authority. On-going training is available for board members to ensure compliance with these requirements.
- 2.3 Cill Dara Housing Association respects the right to privacy and confidentiality of our board members. Cill Dara Housing Association may, while administering its business and exercising its legal rights and performing its legal obligations in connection with the recruitment of board members, need to process personal data.
- 2.4 Cill Dara Housing Association will process such data in accordance with the applicable data protection legislation including the General Data Protection Regulation (EU 2016) as outlined in the association's Data Protection Policy and Privacy Statement.

3 GUIDING PRINCIPLES

- 3.1 During the recruitment process of a new board member, we will:
- Be clear about its charitable purpose, values, and mission.
 - Ensure the recruitment process is broad, thorough, transparent, and based on merit and objective criteria.
 - Respond to candidate queries on the nature of our work while maintaining confidentiality for our tenants and services.
 - Ensure that the responsibilities and time associated with the role are communicated and understood by potential candidates.
 - Inform candidates that policies for board members are in place on our website in relation to Code of Conduct, Board Roles & Responsibilities, and Conflicts of Interest.
 - Inform candidates that regular reviews of the board's effectiveness will take place to help us continuously improve our governance.

- Oversee succession planning and recruitment of new board members.
- Develop the role profile based on the board's identification of needs and skills gap.
- Leverage connections and networks to source and nominate potential candidates.
- Increase success by using Boardmatch and other platforms to search for candidates seeking voluntary Board opportunities.
- Prepare shortlists for evaluation and selection by the Cill Dara Housing Association Board where necessary.
- Make the best use of co-opting additional members during the year, as and when required, due to vacancies or to meet identified skills, knowledge, or experience gaps within the existing board.

3.2 VALUES AND BEHAVIOURS

3.3 In executing the main object of the company Cill Dara Housing Association are looking for candidates that can demonstrate the following core values:

- **Service:** Board members should act solely in terms of the charities interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity:** Board members should not place themselves under any financial or other obligation to outside individuals or charities that might seek to influence them in the performance of their official duties.
- **Objectivity:** In carrying out business, including making appointments, awarding contracts, or recommending individuals for rewards and benefits, board members should make choices on merit.
- **Accountability:** Board members are accountable for their decisions and actions to the association and its tenants.
- **Openness:** Board members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty:** Board members have a duty to declare any private interests and conflicts of interest relating to their duties and to take steps to resolve any conflicts arising in a way that protects the association's interest and business activities.
- **Leadership:** Board members should always promote and support these core values by leadership and example.

4 ROLES & RESPONSIBILITIES

- 4.1 The Chair with a panel, comprised of them, and at least one other board member will;
- Undertake interviews/conversations with potential candidates.
 - Undertake verification of qualifications and/or references, where applicable.
 - Undertake inductions of a new board member with the Chief Executive.
 - Recommendations to appoint new board members will be made by those who interviewed the application at the next board meeting.
- 4.2 Cill Dara Housing Association's constitution requires a board to be established. The minimum board membership is 6 directors and a maximum of 12, including the Chairperson.
- 4.3 The role of a board member is voluntary and as a result no fees are paid. Travel and subsistence expenses will be reimbursed to members where applicable following submission of an expense form and accompanying receipts.
- 4.4 There will be a minimum of 4 meetings per annum, plus attendance at sub-committee meetings, as required.
- 4.5 The members of the Board of Management as Directors are shareholders in the association who are elected at the Annual General Meeting for a term of three years.
- 4.6 Directors are eligible for re-election at the end of this term. The maximum continuous service period allowable, is ten years in total.
- 4.7 Board members are expected show a commitment to the role and to attend at least 75% of scheduled board meetings.

5 OFFICE BEARERS

- 5.1 The association shall have in place within its board:
- Chairperson
 - Vice-chairperson
 - Treasurer
 - Company Secretary

6 FINANCE, PERFORMANCE AND RISK COMMITTEE

- 6.1 Among the members of the Finance, Performance and Risk Sub-committee there shall be at least one qualified/qualified by experience accountant and it should include other members who are experienced in dealing with

budgeting and financial systems and operational reporting on a scale like that of the company.

- 6.2 Where possible the committee should also include a member who has experience of managing risk in a non-commercial setting.

7 ROLE ADVERTISEMENT

7.1 The advert should:

- Be clear and specific
- Provide an overview of Cill Dara Housing Association's purpose
- Detail the experience, skills, knowledge required
- Be clear on legal and regulatory obligations
- Provide details of how to communicate their interest or make contact to gain greater understanding of Cill Dara Housing Association
- Provide details on how to make an application.

7.2 Cill Dara Housing Association will leverage all channels to advertise the role including members mailing list, volunteer networks, letters to key individuals that may be able to identify candidates, Boardmatch, Institute of Directors, external Agencies, networks, and connections. The adverts will be open for a minimum of one month.

8 APPLICATIONS, EVALUATION & SELECTION

8.1 Selection criteria used in the recruitment process will be based on good practice. It will include,

- (i) expertise (relevant skills and qualifications, where applicable) and,
- (ii) practical relevant experience (networks, community connections, interest, and commitment in Cill Dara Housing Association's work).

8.2 Cill Dara Housing Association will aim to ensure that there are no unnecessary barriers in its selection processes. An Equality and Diversity Policy is in place, and the association will periodically review its practices to ensure equality, diversity and inclusion are being duly considered.

8.3 Evaluation of multiple candidates may include the preparation of a shortlist. If necessary, a panel may be formed where the selection criteria agreed by the board sub-committee will be used in making the final decision.

8.4 The Chair or Chief Executive will confirm the appointment to the successful candidate and subsequently on acceptance of appointment, inform the other candidates that the position has been filled. All new board members will be co-opted initially and stand for election at the next AGM.

- 8.5 The Companies Office (B10) and all relevant offices i.e., Housing Regulator, Charities Regulator will be informed.
- 8.6 All new co-opted/board members are required to sign and abide by the Code of Conduct for board members.
- 8.7 All new co-opted/board members are required to complete a Declaration of Interests form clearing detailing an potential conflicts of interest and involvement in other organisations whether paid or unpaid.

9 COMPLETION OF TENURE

- 9.1 When a board director is due to rotate from tenure or resigns, a letter should be sent to the Company Secretary via email or post to include the date of cessation and be filed with all documentation relating to board matters.
- 9.2 When a board director is a signatory on a bank mandate, a new mandate / will be completed at the next scheduled Board meeting and submitted to the organisation's bank.
- 9.3 The Companies Office (B10) and all relevant offices i.e., Housing Regulator, Charities Regulator will be informed.
- 9.4 Any written documentation must be returned to the office for safe destruction on completion of tenure in line with The Data Protection Act 2018, or any succeeding legislation.

10 EQUALITY, DIVERSITY & INCLUSION

- 10.1 Cill Dara Housing Association aims to ensure that equality, fairness, dignity and respect are central to the way we work and how we treat our customers. We support diversity and uphold equal opportunities in all areas of our work as an employer and service provider.
- 10.2 With reference to the Equal Status Acts 2000-2018 and Employment Equality Acts 1998–2015 Cill Dara Housing Association will not discriminate against tenants, staff, visitors, suppliers or others based gender, marital status, family status, age, disability, sexual orientation, race, religion, and membership of the Traveller community. In addition, the Equal Status Acts 2000-2018 prohibit discrimination in the provision of accommodation services against people who are in receipt of rent supplement, housing assistance, or social welfare payments.

11 POLICY REVIEW

- 11.1 The Policy Champion is the Chief Executive. This policy will be reviewed by the Policy Champion every 3 years or sooner as required due to legislative or substantive change.