



BOARD AND VICE PRESIDENT
RECRUITMENT & DEVELOPMENT
CHARTER

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REVISION HISTORY

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PREFACE

The Board of Directors of Netball America (hereinafter Board) recognizes the need for long-term planning for Board and Vice President recruitment and development. The Board understands that recruitment is but the first step in development. Education and training are also critical to ensure organizational viability. Recognizing these needs, the Board voted on November 30th, 2009 to create a Board and Vice President Development Committee charged with developing action plans, policies, and procedures which, subject to Board approval, achieve the goals outlined in this document.

The first step in development is to have an effective recruitment and nominating process in place. Most performance problems are traced to casual recruiting, selecting, and orienting personnel. Netball America wishes to avoid these pitfalls by working to bring clarity and efficiency to the process, before problems develop. By doing so it helps to assure Netball America' continued viability and innovation.



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1. PURPOSE

The Board Development Committee (the “Committee”) is appointed by the Board of Directors (the “Board”) of Netball America (the “Corporation”). The purpose of the Committee is to : (1) take a leadership role in shaping the corporate governance of the Corporation, including developing, recommending to the Board, and reviewing on an ongoing basis the corporate governance principles and practices that should apply to the Corporation; (2) identify and consider persons for election or appointment to the Board, the committees of the Board and Vice Presidents and their committees, in collaboration with the President/CEO, and to submit its recommended candidates to the Board; (3) conduct an annual performance evaluation of the Board; (4) formulate and provide to the Board a description of the skills and attributes designed of Board members; and (5) lead the annual review of the performance of the committees of the Board.

2. COMPOSITION

The Committee represents a number of different perspectives. Its membership consists of Board members, key volunteers, HR experienced personnel as well as others experienced with Board of Directors or governance functions. Other Directors of the Board and Management Executive who have not been appointed to the nominating committee can also assist the committee by suggesting potential candidates.

The Committee shall be composed of at least two but not more than eight members of the Board. It will also consist of a minimum of 2 independent personnel outside of the Corporation (i.e. non members of the Corporation). All members of the Committee shall be appointed and be subject to removal by the Board in accordance with the Corporation’s Constitution and By-laws.

3. DUTIES OF THE NOMINATING COMMITTEE

The primary duty of the Committee is to lead the recruitment process. Other duties include:

- becoming familiar with the boards bylaws and policies regarding recruiting and nominating new personnel;
- ensuring the board and Vice Presidents are evaluated on a regular basis;
- maintaining records of current skills, experiences, and terms of service;
- analyzing the current board’s skills and areas for improvement, as well as anticipating the future needs of the organization;
- developing selection criteria to be used in the recruitment process;
- initiating the brainstorming of potential candidates with the help of the board and the organization;
- screening suitable candidates according to the selection criteria and recommending successful individuals to the board of directors; and
- ensuring the new personnel receive proper orientation and other necessary training.



4. AUTHORITY AND RESPONSIBILITIES

In furtherance of the Committee's purpose, the Committee shall have the following authority and responsibilities:

1. Develop and recommend to the Board criteria, processes and practices to identify and evaluate prospective candidates to create an inclusive and diverse pool of prospective candidates.
2. Identify the needs of the organization given the strengths and weaknesses of the current personnel and, where possible, prioritize those needs
3. Submit the needs assessment together with any priorities to the Board for approval. *(The needs assessment and priorities will drive recruitment so full Board approval is required before recruitment activity begins.)*
4. Actively identify, recruit, seek, interview and assess prospective candidates taking into consideration the strategic direction and focus of the Corporation at the time and the competencies needed to carry out the organizations responsibilities.
5. Identify members qualified to fill vacancies, recommend that the Board appoint the identified member or members and recommend to the Board any member of a committee that should be removed from such position.
6. Prepare an application form, other questionnaires and written recruitment materials.
7. Outline and implement an orientation process for new members to the team.
8. Develop and regularly review the process for evaluating the Board and Vice President's overall performance and effectiveness and make recommendations to the Board and Board Committees on governance matters. Present this evaluation to the Board.
9. Reassess current member job description and present any recommended changes to the Board for full review.
10. Recommend to the Board from time to time the establishment of any new standing, special or advisory councils as deemed appropriate.
11. Recommend to the Board from time to time changes in the size of the Board, including any committee of the Board.
12. Ensure policies/procedures are current in regards to nominating and selecting Board members and Vice Presidents and their committees.
13. Create a timeline for periodic review of activities, policies, and procedures to ensure the Board and Vice Presidents remains viable, effective, and innovative.

The Committee shall keep minutes of all its proceedings and will report its actions to the Board at the next meeting of the Board.

5. MEETINGS

The Committee shall meet as often as it determines is appropriate to carry out its responsibilities. The Chair of the Committee, in consultation with the other Committee members, shall determine the frequency and length of the meetings and shall set agendas consistent with this charter. A quorum will be represented by a majority of members of the Committee. The Committee will need to establish the definition of 'majority' at the outset of the Committee. The act of a majority of the Committee members present at a meeting at which a quorum is present shall be the act of the Committee.

6. DEVELOPING SELECTION CRITERIA

To be most effective in ensuring the right candidates are considered, the selection criteria must consider the composition of the current board, the current vice presidents qualities, and the dynamic needs of the organization.



Some basic qualities that the nominating committee considers in potential members include the candidates’:

- overall interest and enthusiasm in serving on the board;
- level of integrity;
- team work skills;
- ability to think for the future;
- time availability and time constraints;
- ability to support fundraising; and
- ability to influence others.

The nominating committee should carefully analyze these qualities with those of the current board and consider how the prospective members and current members will work together. The committee also considers how the prospective members will influence the existing board dynamics.

The nominating committee considers how the potential members will fit with the organization both in its current state and in the future. Factors that influence this include:

- the type of board and its level of decision-making;
- the development stage of the board and it’s executive;
- the short-term and long-term focuses and goals of the board; and
- special projects the organization is planning.

7. PROVIDING INFORMATION TO PROSPECTIVE MEMBERS

When suitable candidates have been identified, the nominating committee will initiate discussions with them to gauge their interest and provide answers to any questions or concerns. The nominating committee will provide candidates with information about the board and the organization.

8. EVALUATION OF COMMITTEE

The Committee shall conduct an annual evaluation of its performance and report the results of such review to the Board. In connection with the annual review, the Committee shall also recommend to the Board any modifications of this Charter that the Committee deems necessary or appropriate.