



## **DIRECTOR RECRUITMENT AND SELECTION POLICY**

### **Purpose**

In order to meet BowlsWales's strategic objectives and contribute towards its success, BowlsWales recognises the need to recruit the best person for every position, accordingly when/where appropriate this process can also be used for sub/working groups

BowlsWales is fully committed to the principles of the equality of opportunity and responsible for ensuring that no job applicant, employee, volunteer, child, young person, competitor or official receives less favourable treatment on the grounds of age, gender, colour, disability, ethnicity, race, parental or marital status, nationality, religious belief, political persuasion, social background or sexual preference.

### **Principles**

The effective recruitment and selection of Directors is essential in achieving BowlsWales's business objectives. A sound recruitment, selection, appointment and/or election process is therefore fundamental to this principle. This policy and associated procedures are designed to assist in making the most effective decisions.

BowlsWales recognises that having a clear and open recruitment process is a key part of maintaining its reputation with our Members and major stakeholders.

All potential Directors must be treated in a courteous and respectful manner and all discussions will be treated in confidence and where practicable, all potential Directors will be kept fully informed throughout the process.

### **Role description**

The role description is a central document in this recruitment process. It clearly sets out the duties and responsibilities of the Director role, which may include specific duties for the position in addition to the usual statutory duties depending on the skills and strategic area that have been identified for the position(s).

### **Person Specification**

The person specification is of equal importance to the role description and informs the decision. The person specification for a Director position will contain all the general requirements plus any addition ones that are specific for the position being considered, e.g. Financial Director requiring specific finance qualifications.

### **Advertising a vacancy**

Director Vacancies will be advertised as widely as possible, to reach currently underrepresented groups.

In conjunction with the above other recruitment methods may be used.



A current appointed Director may be further appointed without advertisement should the Board so decide subject to the Articles (maximum number and term) and satisfactory Director Evaluation outcomes from previous years.

If an Elected Director becomes an Appointed Director a vacancy would then exist for an Elected Director at the next AGM.

### **Director Nomination and Appointment Process**

All potential Directors are asked to formally apply, submitting a current Curriculum Vitae and Cover Letter as part of the process. This process shall be developed and updated as necessary by the Director with specific HR responsibility.

### **Pre-election/appointment checks**

Prior to interview the Company House records for each potential Director shall be checked.

### **Interview Process**

All potential Directors (both for election and appointment) shall be invited to attend an interview that will be held at appropriate and accessible locations and times.

The current Chair, or other identified Director, will chair the interview panel which will include the HR Director and any other suitably qualified individual(s) including external advisors as agreed by the Board.

Discussion topics for the interviews will be compiled relevant to the role description and any specified criteria of the position.

At the end of each interview, each panel member must complete a Scoring Sheet so as the best candidate(s) for the position can be identified both from scoring and discussion.

### **Election Director Process**

The short-listed choice of individual(s) that have been nominated for election will be identified to Members prior to the election taking place.

### **Appointed Director Process**

The interview panel will report to the Board on each of the potential appointed Directors and recommend their choice accordingly. It is expected that the Board will accept the decision of the panel and offer directorships to the preferred candidate(s).

### **Companies House**

Directors either appointed or elected shall be required to provide the relevant Companies House information; the information shall be used to add the Director to the Company records.