Policy on Elected Board Member Selection Process

Purpose: This policy compliments the Governing Board Appointment Panel's (GBAP) Terms of Reference document.

1. At the first board meeting of the year, the board will review any upcoming elected vacancies and, if necessary, appoint a Governance Board Appointments Panel (GBAP).
   a. Please note the GBAP must be appointed at a minimum of 60 days prior to the AGM.

2. The board will advise the GBAP, through the Chair, of any specific technical requirements for the vacancy, and will provide GBAP with an updated board skills matrix. From this the GBAP will establish the **agreed criteria** required for the vacant position.

3. The GBAP will create an advertisement and timeline, which will be sent out to all members and shared on SONZ social media channels, seeking nominations. There will usually be a 3 week nomination period, and during this time clubs will also nominate their representative for voting. If a club does not nominate a representative by the closing date, they will forfeit their right to vote.

4. Candidates will be asked to include in their application:
   a. A CV and Cover Letter. The cover letter should cover the specific skills related to vacancy required, and what specific experience you bring to SONZ board. This will be shared with the voting representatives.
   b. An application and declaration form

5. The GBAP will then review nominations against the agreed criteria and, if necessary, conduct interviews. The GBAP has the right to not endorse candidates who do not meet the agreed criteria, or where there are other concerns about a candidate's suitability or eligibility for the board.

   a. If the GBAP is not endorsing a candidate, they may still choose to be included on the ballot, however the lack of endorsement will be noted. Candidates will have the opportunity to withdraw at this stage.
   b. The GBAP will share with the registered voting representatives the candidate statements, alongside a ballot to select their preferred candidate for election.

6. The GBAP will appoint an independent person to receive all nominations, and nominations will not be accepted after the closing date except at the discretion of the GBAP and only if there are extraordinary circumstances.

7. Where possible the deadline for voting will be at least one week prior to the AGM, to allow all candidates to be informed of the outcome. The formal announcement will be made at the AGM.

Owned: The Board

Special Olympics New Zealand

Date: 13/7/23