

# FIDIO

Forum for Independent Directors and Officers of Indigenous Organisations

## ROUNDTABLE ON RECRUITMENT

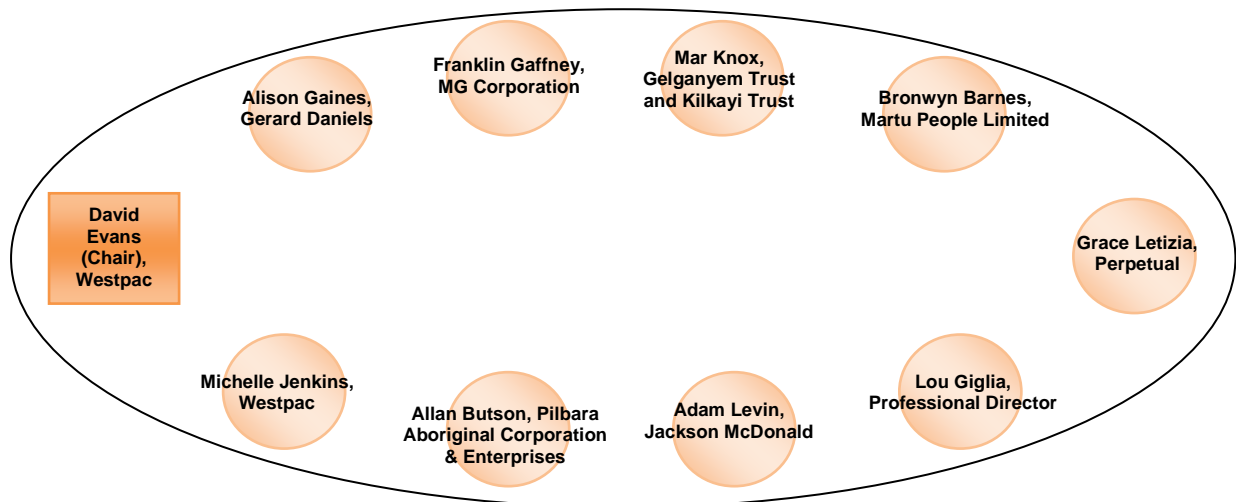


### What is a Roundtable Event?

FIDIO Roundtable events allow small special interest groups of FIDIO members to exchange ideas and discuss issues. The outcomes of these events are shared with the wider membership as the "Top Ten Tips" distributed through FIDIO newsletters.

Our **Roundtable on Recruitment** held their first event on **17 May 2012** at Westpac's Boardroom in Perth. FIDIO is pleased to share the outcomes from the event with you.

### FIDIO would like to thank the attendees of the Roundtable on Recruitment



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## 10 Tips for Recruiting an Independent Director for an Indigenous Corporation or Trust

1. Draft a **timeline** for the recruitment process and set dates for decision making based on the Organisation's requirements. A **long lead time** is essential for a smooth transition between independent director officeholders. Be clear and up front when speaking with candidates and recruitment agency about the timeline of the recruitment process.
2. Provide **clarity about the role** and job description to the candidate and/or recruitment agency. Specify the qualities required in the candidate.
3. Brief candidates on the Organisation's **story and structure** to help them understand the Organisation's vision and goals. Many candidates will not be familiar with your Organisation's structure.
4. Board to decide best **method to reach candidates** – recruitment agency, advertisement, networks/contacts or direct approach. If advertising, decide which publication will be appropriate to capture the attention of candidates suitable for the position.
5. If the Organisation's Board is large enough, create a **nomination committee/selection panel** to process and interview prospective candidates. The Board will decide to what extent the nomination committee handles the process. The nomination committee may also include external advisers or representatives to provide additional expertise.
6. Prior to advertising the position, **prepare a brief** including:
  - (a) letter of offer outlining remuneration;
  - (b) letter of appointment;
  - (c) policy documents including constitution, trust deed, charter and structure diagram; and
  - (d) confidentiality agreement.
7. Independent directors require **cultural understanding** on relationships as socio-politics is a large part of the Organisation's decision making. Independent directors will need to identify and interpret cultural situations at Board meetings. If a Board needs to recruit a **gender specific** independent director, be clear with prospective candidates the reason why.
8. Be clear with prospective candidates of the **time commitment** required of the role. From a Traditional Owner perspective, if an independent director is not "on the ground" or on country with the Traditional Owner directors, they are not adding value to the Organisation. Boards to consider **candidate fatigue**. Consider how many boards the candidates have served on and any conflicts of interest.
9. Encourage prospective candidates to undertake their **own due diligence** by speaking with other directors on the Board and directors from other organisations.
10. Conduct current independent **director's performance assessment** before considering them for re-appointment.

And remember, if a candidate is not suitable for the role, let them know early and **be honest and courteous**.