

## **Board Selection Committee Terms of Reference - January 2010**

### **Background**

A FRSITO governance review took effect in January 2010 and has resulted in the following changes related to the FRSITO Board:

1. Number of Directors reduced from eleven to nine
2. Change from a representative Board to a skills-based Board
3. A nominations process replaced with an application and selection process

### **Purpose**

In order to facilitate a robust and transparent selection process whereby the FRSITO Board is made up of the necessary skills, a Selection Committee has been established to appoint Directors as required within the (new) Constitution. It will be the purpose of the Selection Committee to ensure Directors are selected to the Board consistent with the Constitution, ensuring they bring together a complementary range of experiences and sector knowledge with a focus on governance.

### **Committee Members**

Selection Committee membership will include:

1. An independent governance expert (Committee Chairperson)
2. The current FRSITO Board Chair
3. Two representatives of FRSITO member organisations.

### **Tenure**

The Selection Committee will be appointed by the Sector Council for a period of three years and be responsible for Director appointments within that timeframe. Before the end of the tenure, a new selection Committee will be established by the Sector Council for the following three years. The new Selection Committee may include any or all of the members whose tenure is about to end but must always include the current Board Chairperson unless the current Chairperson is vacating the Chair, in which case a Director whose tenure is continuing will be nominated by the Board.

### **Roles**

The FRSITO Chief Executive will call for nominations/applications and will administer the process.

The Selection Committee will assess applications, conduct interviews and reference checks, ensure an appropriate skill mix of directors and ensure appropriate continuity of current to future Directors.

The Selection Committee will also establish the process by which the employee representative Director will be nominated. That Director will be selected through the usual process of the Committee.

### **The process**

1. Call for nominations/applications December each year to all member organisations and current Directors. As the constitution allows for up to two independent Directors advertisements may also be placed on the ITF and/or IOD websites.
2. Applications close last Friday in January each year
3. The Selection Committee reviews all applications and conduct interviews prior to the last Friday in February each year.
4. FRSITO Board Chair provides feedback to interviewees and the status of their application within one week of selection decisions.
5. New Directors will attend the first Board meeting and AGM in March each year.
6. Induction and training for all Directors will be held at Board meetings through 2010 and for new Directors from 2011 onwards.

### **Director Skills/Expertise**

All Directors will have governance experience. A balance of the following skills and expertise must be represented in Directors to ensure a full complement of appropriate expertise on the Board.

- Governance
- Leadership
- Strategic Planning
- Financial literacy
- Advocacy/Networks
- Volunteers
- Tertiary Education/Training
- Marketing/PR/Communications
- Legal
- Fire/rescue/emergency management/public safety

### **Director tenure**

Through the transition period the mix of 1, 2 and three year tenures must be balanced to ensure continuity of FRSITO objectives. Once the transition period is completed, tenure will be on a three year rotational basis.