


MANAGEMENT COMMITTEE RECRUITMENT POLICY
Lake Baroon Catchment Care Group Inc

PO Box 567, Maleny Qld, 4552

Tel: 07 5494 3775

 Email: info@lbccg.org.au

Policy Number	014	Responsible person	Chair
Version	2025	Approved by Committee on	
Drafted by	Manager	Scheduled review date	As required

Policy adapted from <https://www.communitydirectors.com.au/icda/policybank/>

Introduction

The nomination and selection of Management Committee members is the prerogative of the members of Lake Baroon Catchment Care Group through the election process. However, given the responsibilities of the Management Committee, there is a need for the Management Committee to have an appropriate mix of expertise and experience. Policies and procedures must facilitate the election of those people who best meet the needs of the Management Committee.

Purpose

Management Committee members should provide an appropriate mix of skills to provide the necessary breadth and depth of knowledge and experience to meet the Management Committee's responsibilities and objectives. The Management Committee also aims for a composition which will appropriately represent the interests of the various groups contained within the organisation's common bond and which will include a diversity of Sunshine Coast peoples. Gender balance should be strongly considered in all deliberations.

Policy

The Management Committee should attempt, using its network of contacts within and without the organisation's membership, to identify appropriate individuals with needed skills and interests as potential Management Committee members. When vacancies arise among the elected Management Committee positions, such individuals should be encouraged to nominate for election. Such individuals may also be appointed by the Management Committee, where the Constitution provides, to vacant Management Committee positions.

Responsibilities

It shall be the responsibility of each member of the Management Committee to explore among their networks the possibility of nominating for a position on the Management Committee of the organisation.

It shall be the responsibility of the Secretary to draw up and maintain a list of prospective candidates for the Management Committee. All entries on this list shall be reported to the Management Committee.

It shall be the responsibility of the Management Committee to ensure that any nominees, candidates, or new members are acquainted with the organisation's purposes, policies, and procedures.

Procedures

The Management Committee shall regularly assess its composition by reference to:

- Necessary areas of expertise
- The ideal balance between experience and freshness
- Desirable diversity in relevant areas
- Contributions from relevant stakeholders
- Gender balance

The Management Committee shall identify areas where existing Management Committee composition falls short of the ideal.

Management Committee members shall attempt to recruit from their networks Management Committee candidates who would fill those gaps.

The Management Committee shall collect suggestions from members and draw up a list of suitable candidates for the Management Committee, and for Management Committee sub-committees and working parties.

Where vacancies occur on the Management Committee or its committees and working parties other than at the expiration of elected terms, appointments shall be made from this list.

Before each annual election the Management Committee shall attempt to recruit nominations for the Management Committee from this list.

Related Documents

Code of Ethics Policy
Conflict of Interest Policy
Access and Equity Policy