

Policy: Director Appointments

1.0 Purpose

To outline the guiding principles and procedure for the appointment of a Director to the AAGE Board.

2.0 Scope

This policy applies to the appointment of Directors to the AAGE Board.

This policy does not include the appointment of Committee Members or AAGE staff.

3.0 Related Documents

- AAGE Constitution
- AAGE Director Charter and Agreement

4.0 Definitions

AAGE – Australian Association of Graduate Employers

Board – means the board of Directors of the Company.

Committee – means all those persons comprising the Committee of the Company, including Members of the Board of Directors.

Company – means the Australian Association of Graduate Employers

Co-opted Director – Person appointed by the Board to be a Director. A Co-opted Director does not need to be a member of the AAGE.

Elected Director – Person appointed by the Board to be a Director. An Elected Director must be a Full Member of the AAGE and a Committee Member and cannot be an Associate Member.

5.0 Policy

5.1 Appointment of Elected Directors

- The Board will comprise of not less than three and not more than five Directors.
- To be eligible for election as a Director, a person must be a representative of a Full Member.
- Directors are to be elected at each Annual General Meeting.
- Directors elected at each Annual General Meeting will hold office until the Annual General Meeting three years from the date of election.
- Directors who have held office for three years are eligible for re-election at the next Annual General Meeting.

- The Board has power at any time to appoint any Committee Member to the Board, either to fill a casual vacancy or as an addition to the existing Directors. Any person appointed in this situation only holds office until the next Annual General Meeting.

In addition, the following policy statements apply:

- The position of Director is a voluntary role without remuneration.
- Where there is a requirement to fill a vacant Director role, the Board will provide a minimum of one (1) weeks' notice to the Committee of their intent to appoint a new Director.
- The notice will include a request for written expressions of interest from Committee Members interested in being considered. The notice will include role requirements, timeframe for selection and the criteria (refer 5.3) to be used to select the successful nominee.
- All nominees will be notified of the outcome prior to an official announcement.
- Directors wishing to nominate for re-election, must submit an expression of interest in writing for distribution to Members prior to the Annual General Meeting. The expression of interest should detail their achievements and reasons for seeking re-election.
- Directors/Committee Members nominating for re-election/election are not permitted to canvas AAGE Members for votes.
- Directors/Committee Members nominating for re-election/election are not permitted to participate in administrative tasks associated with counting member votes.
- Appointed Directors will receive an induction which may include meetings with fellow Board Members, the CEO and AAGE staff.

5.2 Appointment of Co-opted Directors

- The Board can appoint up to two Co-opted Directors.
- The position of Co-opted Director is a voluntary role without remuneration.
- The Board may appoint at any time a person who will bring the required skills and experience.
- Role requirements, timeframe for selection and the criteria (refer 5.3) is to be used to select the successful applicant.
- When a vacancy arises, the method for sourcing applicants will be agreed to by the Board at that time.

5.3 Selection criteria

Applicants will be assessed against the following criteria:

- Background and experience
- Professional skills
- Motivation and capacity to perform the role
- Contribution to AAGE and its Members (if applicable)
- Employer support and endorsement.

The Board will determine weightings for each criteria and may also specify more detailed criteria to attract a specific skill set (e.g. based on the existing skills of the Board).

6.0 Dispute resolution

Any Full Member may submit in writing to the Board a grievance in relation to a decision made under this policy. In the first instance, the grievance should be resolved informally with the Board who will respond to the grievance (in writing) within ten business days (from the date the grievance was received).

If unable to be resolved, the Dispute Resolution clause of the AAGE Constitution should be referred to.

7.0 Review

As a minimum, this policy is to be reviewed every two years. The next review is scheduled for June 2020.

In addition, this policy must be reviewed and amended in line with any reviews or changes to the AAGE Constitution, AAGE Structure or any other elements that have a direct impact on this policy.

8.0 Approved

This policy was reviewed and endorsed by the AAGE Board on 3 August 2018.