

<b>Document Reference Number</b>	<b>8.13 Recruitment of Board Members</b> (Governance, Management & Records)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	DCIL CEO & DCIL Board Members
<b>Approval date</b>	27/06/2022	<b>Revision date</b>	27/06/2025
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

**INTRODUCTION:**

Running DCIL well requires capable board members who work together as an effective team. It is important that there is a good mix of skills, experience and knowledge amongst board members and that these are refreshed on an ongoing basis.

**PURPOSE:**

To outline what needs to be considered when recruiting new board members and how to make sure new board members receive a proper induction to DCIL.

**SCOPE:**

This policy applies to the Board Members and Management team of DCIL.

**PROCEDURE:**

- Before recruiting a new board member, the board should consider what is working well with the current board and what could work better. The board should also be mindful of what skills, experience and knowledge are available to it already from existing board members and what gaps in skills, experience and knowledge will need to be replaced if any of the existing board members are stepping down.
- Consider the use of new or additional methods of searching for new board members in order to draw from a bigger pool of potential candidates such as advertising a vacancy on the DCIL website, local notice boards or newsletters, colleges and universities, Boardmatch ([www.boardmatch.ie](http://www.boardmatch.ie)), Volunteer Ireland ([www.volunteer.ie](http://www.volunteer.ie)) or other forums and social media sites as appropriate.
- Create an informative role description which includes an indication of the time commitment expected from prospective board members and any specific duties attached to the role. Prospective board members should be informed of any board sub-committees and any expectations for board members to serve on one. Board members may have skills and expertise that are useful for particular subcommittees.

- Notify unsuccessful candidates and thank them for their interest. This is particularly important if DCIL has invited expressions of interest through the website, local notice boards or through other mediums. Consider whether an unsuccessful candidate may have skills or experience that would enable them to make a valuable contribution to any of the board sub-committees.
  - Make sure that the appointment of new board member is in accordance with the requirements of the DCIL's governing document and charity law.
- Following the appointment of a new board member, the board must ensure that the details of a newly appointed board member are entered in the Public Register of Charities as soon as possible and the details of the newly appointed board member are provided to the Companies Registration Office.
- The induction process for new board members involves the provision of an induction pack, and meetings with the existing board members, the Chairperson and other key employee(s) within DCIL.
- The induction pack includes key documents relating to the charity and his or her duties as a board member. These documents should include the following:
  - The charity's governing document.
  - A list of the current board members and the Chairperson, the secretary and their contact details;
  - The charity's Code of Conduct for board members;
  - The annual report and accounts for the past two years;
  - The minutes of recent board meetings;
- The Chairperson and CEO should meet each new board member prior to his or her attendance at the first board meeting in order to clarify board roles, discuss expectations and inform them about current issues and governance priorities. It may also be useful to speak with other key employees within the charity. This provides an additional opportunity to discuss any queries the new board member may have in relation to the documents contained in the induction pack and provide additional information about how the charity operates on a day-to-day basis.
- A discussion with some or all of the existing board members provides an opportunity for the new board member to learn everything which they need to know initially, in order to make the maximum contribution as quickly as possible
- The induction process should benefit all involved, ensuring that the Board gets to know the new board member and finds out about their interests, strengths and skills. It also helps the new board member to gain a clear understanding of how the charity operates, in order to make an effective contribution to the control and management of DCIL.

- A person may cease to be qualified to act as a board member. Grounds for being disqualified from holding the position of a board member are set out in section 55 of the Charities Act 2009 and in the DCIL Constitution.