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# Board Recruitment Policy

Version: 1.0

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Review responsibility: Chief Executive Officer

## Policy purpose

To meet regulatory requirements, Blind Citizens Australia (BCA) is required to appoint a board of directors.

The policy aims to balance BCA’s desire for a board that holds diverse skills, qualifications and interests with the entitlement of all members to be elected as a director.

## Policy scope

This policy relates to the recruitment of board directors. It is not relevant to standing committees, sub-committees, paid staff or contractor positions, or other volunteer roles.

## Board composition

### Diversity

BCA’s board is comprised of members who are blind or vision impaired, as provided for in its Constitution. BCA also seeks to maintain a board that is as representative as possible of the diversity of the Australian blind and vision impaired community, including level of functional vision, gender, age, sexual orientation, language, culture, education and experience.

### Experience and qualification

BCA seeks to maintain a board with a variety of knowledge, skills and experience to provide suitable governance, including in finance and accounting, state and federal law, not for profit management, community development, advocacy, human resources, politics, and expertise within the blindness and disability sector.

BCA will undertake an annual board skills audit to determine any gaps in knowledge and experience, while working to promote opportunities for casual and ongoing vacancies with members who may possess the required skills.

## Regulatory requirements

It is a requirement of the Australian Business Regulatory Service that all directors hold a Director Identification Number (DIN) and, that no director has been disqualified by the Australian Charities and Not-for-profits Commission (ACNC) or Australian Securities and Investment Commission (ASIC).

## Recruiting new directors

### Elections

Under BCA's constitution, the President and other directors are elected by ballots of eligible members.

### Authority to recruit

The board may appoint an eligible individual as a director to fill a casual vacancy, provided the number of directors does not exceed 9.

### Term

Terms of office for directors who are elected, including the President, are for three years with directors serving a maximum of three consecutive terms. Directors filling casual vacancies serve from their date of appointment until the next Annual General Meeting. Vacancies are declared and elections take place prior to the Annual General Meeting.

### Scheduled vacancies

Scheduled vacancies arise when a director completes their three-year term.

Directors whose term expires may stand for re-election if they have not already served three consecutive terms.

### Casual vacancies

As per the Constitution, the board must have a minimum of three directors.

A director may resign from their position before the end of their term. The board will determine whether it is practical or necessary to appoint a new director, having regard to the composition of the board and the length of time until the next Annual General Meeting.

If it is decided that the vacancy should be filled, the board may determine to approach a suitable candidate from BCA’s membership. Provided the member meets the inherent requirements to hold the position, the board may appoint the member to fill the vacancy by resolution of the board.

The vacated position must be put forward for nominations at the next annual general meeting (AGM). The casual incumbent will have opportunity to nominate for the new term.

### Informing members

On acceptance of the casual appointment, the board will advise BCA members of the new appointment as soon as practicable.

### Comprehensive induction

The board will ensure that each new director completes a comprehensive induction program. The Company Secretary will be responsible for the induction schedule and monitoring completion.

### Succession planning

As per clause 4.5 of the BCA Board Charter, the board will be proactive in its succession planning to ensure the board is sustainable and able to meet BCA’s current and future needs with the best qualified directors available, including:

* supporting learning and development opportunities for directors.
* conducting an annual board skills audit and reviewing these skills against the needs of the organisation.
* monitoring each director’s current tenure and future intentions to serve, at a minimum by including this on the agenda of the board meeting preceding the finalisation of the notice of AGM.
* providing potential candidates with training and development opportunities, through the Executive Leadership Program and by promoting other available resources and programs.

## Related documents

* BCA Constitution
* BCA Board Charter
* BCA Director Position Description

End of document.