

Dundalk Media Centre Limited
Draft Board Recruitment and Selection Policy
7th July 2013

with reference to

Dundalk Media Centre Limited
Articles and Memorandum of Association.
Standing Orders and Procedures.



www.boardmatch.ie



www.governancecode.ie



CRAOL The Community Radio Forum of Ireland



Dundalk FM Community Service Broadcasting Contract.
BAI A Governance Handbook for Industry Networks.



The Wheel Good Practice Guide:
Getting to grips with Governance.



The Articles of Association state the number and category of directors along with the procedure for the rotation of directors as follows:

Directors

35 The Board of Directors will be comprised of the following persons:
six elected persons from the register of individual volunteers,
six elected persons from the register of voluntary community organisations,
two elected persons from the register of statutory authorities.
A gender balance of 60/40 shall be intended for the Board of Directors.

Rotation of Directors

44. At the first Annual General Meeting of the Company, all the Directorates shall retire from office and at the Annual General Meeting in every subsequent year one-third of the Directors for the time being, or if their number is not three or a multiple of three, then the number nearest one-third, shall retire from office.

45. The Directors to retire in every year shall be those who have been longest in office since the last election, but as between persons who became Directors on the same day, those to retire shall (unless they otherwise agree amongst themselves) be determined by lot.

46. A retiring Director shall be eligible for re-election.

48. No person other than a Director retiring at the meeting shall, unless recommended by the Directors, be eligible for re-election to the office of Director at any general meeting unless, not less than three nor more than 21 days before the date appointed for the meeting, there has been left at the office notice in writing, signed by a Member duly qualified to attend and vote at the meeting for which notice is given, of his intention to propose such a person for election, and also notice in writing signed by that person of his willingness to be elected.

50. The Directors shall have power at any time, and from time to time, to appoint any person to be a Director either to fill a casual vacancy or as an addition to the existing Directors, but so that the total number of Directors shall not at any time exceed the number fixed in accordance with these Articles. Any Director so appointed shall hold office only until the next Annual General Meeting, and shall then be eligible for re-election, but shall not be taken into account in determining the Directors who are to retire by rotation at such meeting.

Board Recruitment

Recruitment Methods

Board members are usually drawn from the station's membership and community representatives. To help identify the skills gaps and so target a potential board member, a board skills audit form is available at the back of this document.

Current membership

Use existing opportunities to meet and get to know your members. Grow board members from

existing volunteers doing other things for the station. Involve members in consultations about future direction and on sub committees.

Circles of influence

Think about the people who have a stake in your work, or the people who are aware of your work and may have an interest.

Word of mouth

Tell people you are looking for board members. talk to key people who are in contact with others, such as members of the clergy, community affairs officers in companies, social events officers in colleges. Ask everyone on the board to ask one person. Use the station website and newsletter to recruit board members.

Public speaking

Ask for volunteers when doing presentations about the station. Offer to give talks to other organisations and include a request for volunteers. Piggyback on other people's events.

Boardmatch Ireland

Dundalk FM is registered with Boardmatch Ireland (www.boardmatch.ie), a not-for-profit organisation set up to match people with a variety of skills and interests with boards that are seeking new board members.

Selection Process

An interested person meets the chairperson so that they can find out more about Dundalk FM and what being a board member entails. This allows the chairperson to find out more about them, their motivations, attributes, knowledge and skills. It is also a good opportunity to find out if there are any conflicts of interest.

If both parties are happy to proceed, the prospective new member to attend a board meeting before either party makes a final decision.

The board makes a formal decision to co-opt the new person on the the board.

You may need to say no to a prospective candidate for board membership. It is better to explain that the candidate is not a good fit in terms of the needs of the board at the moment than to accept an unsuitable candidate.

Board members must pay their membership fee, fill out a membership form, Directors CV and sign the Code of Conduct. New directors are subject to the approval of the BAI.

Each new Board Member receives an induction pack.

Contents:

1. Memorandum and Articles of Association.
2. Minutes of previous AGM.
3. Financial Policy and Procedures.

4. Audited Accounts.
5. Pobal Contract.
6. BAI Contract.
7. List of board members and staff.
8. Minutes of three previous board meetings and accompanying papers.
9. Strategic Plan.
10. Station Handbook.
11. Standing Orders and Procedures.
12. Annual Report.
13. Code of Conduct.
14. Publicity materials

Support

New board members may need some ongoing support to ensure that they find their feet within the board. Some people might be unfamiliar with the legal and financial responsibilities of boards, others may be completely new to the voluntary and community sector. Pairing new board members with an existing board member who can act as a buddy or mentor may be an option.

Thereafter training in board roles and responsibilities of the whole board (brings new members up to speed while serving as a reminder for longer standing board members). From time to time governance training is available from the Louth Leader Partnership, Louth Volunteer Centre and Louth County Council. Craol host annual training events for office holders of community radio stations.

Review sessions or away-days that give time to reflect on the effectiveness of the board and a space for people to ask questions and make suggestions.

Create social opportunities in order to build good working relationships.

For more details about community group governance see the following online resources:

www.craol.ie
www.governancecode.ie
www.boardmatch.ie
www.bai.ie
www.thewheel.ie
www.nicva.org

Board Skills Audit

rate each director's skill or knowledge on a scale of 1-10 where 10 is the highest.

skills attributes experience knowledge	Individual Members						Community Group Members						Statut ory	
	1	2	3	4	5	6	1	2	3	4	5	6	1	2
Community Radio														
Community Development														
Management														
Finance														
Fundraising														
Marketing														
Governance														
HR														
Administration														
IT Systems														
Social Media														
Broadcasting Technology														