Sydney Diocesan Secretariat

Corporate Governance - Induction Procedures for New Members

As at 1 February 2017

Background

Sydney Diocesan Secretariat ("SDS") recognises the need to maintain a program for the filling of vacancies in its membership and to induct newly appointed members.

Process

This process describes the respective roles of SDS, the Chairman and the Chief Executive Officer ("CEO").

All members of SDS are elected by the Standing Committee. The resignation of a member of SDS must be notified to the Standing Committee by the Secretary.

Contact may be made with some members of the Standing Committee during this process to brief them and to test the likely level of support for the proposed candidate.

1. Initiation phase

    Upon a vacancy in membership occurring the Nominations Committee will –
    - (a) update the skills matrix, and
    - (b) develop a list of possible candidates, and
    - (c) obtain the input of members of SDS.

2. Filtering phase
    - (a) The Nominations Committee will develop an agreed list of persons to be approached by the Chairman.
    - (b) A person who is interested and available will be given briefing papers about activities of SDS and its latest annual report to the Synod.
    - (c) A person who remains interested will then be invited to a detailed discussion with the Nominations Committee.
    - (d) The CEO will respond to requests from a person for additional information as part of their "due diligence" assessment as to whether they are willing to be appointed as a member.
    - (e) A list of preferred candidates is developed at the end of these discussions.
    - (f) Preferred candidates will be asked to submit a declaration of interests so that potential conflicts may be identified.

3. Submission phase
    - (a) A detailed submission about potential candidates will be prepared by the Nominations Committee and submitted to SDS.
    - (b) SDS makes a recommendation to the Standing Committee, which will include –
        - (i) the updated skills matrix,
        - (ii) background on the person's skills and experience,
        - (iii) the "fit" of the candidate to the matrix of existing members,
        - (iv) referees, and
        - (v) church affiliation and involvement.
    - (c) The Standing Committee may either support or reject candidates proposed by SDS.
    - (d) Other nominations may be made by any member of the Standing Committee. This will be made clear to any candidates proposed by SDS.

4.   Induction phase

Upon appointment by Standing Committee, a new member will be given an information pack, prepared by the CEO and the Secretary, that contains –

     (a)   a formal letter of appointment,

     (b)   details of current members of SDS, the skills matrix and sub-committee membership,

     (c)   a management organisation chart for SDS and details of the senior management,

     (d)   the latest report of the CEO to Standing Committee,

     (e)   charter of the Audit and Nominations Committee,

     (f)   SDS ordinance,

     (g)   insurance coverage held by SDS, and

     (h)   policies and protocols of SDS.

The CEO and or the Chairman will meet with the newly appointed member to discuss the foregoing papers and clarify any matters. The Chairman will also meet with the new member 6 months after their appointment to provide an opportunity to discuss any issues that may have arisen since their appointment.

5.   The **Secretary** will –

     (a)   Notify the Standing Committee upon the resignation of a member.

     (b)   Obtain from a new member the information needed to comply with statutory requirements of the ACNC, ASIC and SDS's contact database.

     (c)   Explain the meeting schedule of SDS, and their respective sub committees.

     (d)   Organise the creation of the deed of indemnity and access and provide information about insurance.

     (e)   Arrange for the member to have access to –

          (i)   SDS's offices in St Andrew's House and the car park, and

          (ii)   the secure web page facility, and

          (iii)   provide any necessary instruction.

CHANGE HISTORY

Date	Comments
30 March 2011	Approved by board
29 February 2012	Miscellaneous changes following annual review
27 February 2013	Miscellaneous changes following annual review
26 March 2014	Miscellaneous changes following annual review
22 February 2017	