

## **PROTOCOL FOR BOARD APPOINTMENTS TO BE MADE BY BISHOP-IN-COUNCIL**

### Application of protocol

1. This protocol applies to appointments to positions in the Diocesan Agencies that are made by Bishop-in-Council but may be applied by resolution of Bishop-in-Council on a case-by-case basis to other appointments.

### Notification of vacancies

2. The Chair of each Board of a Diocesan Agency shall notify the Registrar at least four months before any vacancy in the membership of the Board occurs, together with any skill set, particular expertise or other qualification necessarily or desirably possessed by a candidate for the vacancy.
3. The Registrar shall invite the following people to consider making nominations for appointment to fill such a vacancy:
  - (a) the Chair of the Board concerned;
  - (b) the Archdeacon in respect of the region in which the Diocesan Agency operates, and in respect of Diocesan Agencies that operate throughout or substantially throughout the Diocese, all the Archdeacons;
  - (c) members of Bishop-in-Council.

In the invitation to those people referred to in paragraphs (b) and (c), the Registrar shall set out the skill set, particular expertise or other qualification notified by the Board Chair.

4. (a) Each nominated candidate must have agreed in writing to their nomination.  
(b) The person nominating a candidate is responsible for ensuring that the candidate agrees to their nomination.
5. (a) Nominations must be made in accordance with the form attached to this Protocol and accompanied by a curriculum vitae which, for the purposes of this Protocol, becomes part of the nomination form.  
(b) The Registry is responsible for ensuring that all nominations are in accordance with the form.

### Consideration of the nominations by Ministry Executive

6. The nominations received will be considered at the latest at the meeting of Ministry Executive next before the meeting of Bishop-in-Council at which the position is intended to be filled.

7. The Registry will circulate to the members of Ministry Executive prior to the meeting of Ministry Executive a list containing:
  - (a) each nomination received;
  - (b) the names of the other incumbent members of the Board on which the position is becoming vacant;
  - (c) their length of service on the Board;
  - (d) their expertise, if any is known.
  
8. At a meeting to consider these nominations, Ministry Executive, in collaboration with the Chair of the Board, will make a recommendation to Bishop-in-Council of the person or persons for consideration for appointment to the positions concerned.

#### Reporting to Bishop-in-Council

9. The recommendations of Ministry Executive to Bishop-in-Council will include:
  - (a) each nomination form of the candidate or candidates whose appointment to the Board has been recommended by Ministry Executive;
  - (b) the information set out in 7(b), (c) and (d) above.



What expertise will the candidate bring to the Board?

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What is the nature of the candidate's present involvement in a Christian church?

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An appropriate curriculum vitae should be attached to this form.