

Board Recruitment and Renewal

Rules for Board Recruitment – From Articles of Association

1. Number and Composition of Directors

- 1.1 Unless otherwise determined by ordinary resolution, the number of directors (other than alternate directors) shall be subject to a maximum of twelve but shall not be less than four].
- 1.2 The Board of Directors may comprise the following:
 - 1.2.1 the Chief Executive from time to time;
 - 1.2.2 the FA Representative from time to time:
 - 1.2.3 a maximum of number of six (but not less than one) persons elected by the Company in accordance with the provisions of article 13 and/or 14;
 - 1.2.4 a maximum number of four (but not less than one) Independent Non-Executive Directors.

2. Power of Company to Appoint Directors

- 2.1 Subject to these Articles and the Companies Act, the Company may by ordinary resolution appoint a person who is willing to act to be a director, either to fill a vacancy or as an addition to the existing Board of Directors but the total number of directors shall not exceed any maximum number fixed in accordance with these Articles.
- 2.2 Before any director is appointed they must sign a **Letter of Appointment** which sets out the role and the responsibilities the director is expected to fulfil. This document may be found within the 'Useful Information' folder within the 'Policies and Procedures' folder.

3. Power of Board to Appoint Directors

- 3.1 Subject to these Articles, the Board of Directors shall have power at any time to appoint any person who is willing to act as a director, either to fill a vacancy or as an addition to the existing board but the total number of directors shall not exceed any maximum number fixed in accordance with these Articles.
- 3.2 Before any director is appointed in line with these Articles they must sign a **Letter of Appointment** which sets out the role and the responsibilities the said director is expected to fulfil.

Recruitment Process

1. Advertising Role:



Lancashire Football Association

Board of Directors | Induction | June 2021

- a. Draft Job Advert and accompanying document 'Roles and Responsibilities for Board Members'.
 - b. Set up smartsheet to capture applicants' details, qualifications and experience against required skillset.
 - c. Set up deadline date, c. 1 month after advertising, and promote role via the Newsletter, on the website and via social media.
 - d. Utilise <https://virtualnonexecs.com/virtual-non-exec-membership> and <https://www.womenonboards.net/en-gb/home> along with other inclusive websites/recruiters in consultation with the Lancashire FA EDI lead.
2. Reviewing Applicants:
- a. Anonymise the candidate data received (removing name/email address/address/ any identifying personal data) prior to releasing this to the Board for assessment of skills.
 - b. Set up a Shortlist Matrix to score candidates against.
 - i. Each member of the People & Culture Committee scores candidates independently to create a shortlist.
 - ii. Results put into a matrix.
 - iii. People & Culture Committee meet either in person or via video conferencing to discuss the matrix results and ensure conformity with Company Articles before agreeing a short-list.
3. Interview
- a. Invite short list of applicants to interview.
 - b. Establish People & Culture Committee Interview Panel (typically two members of the committee for each role plus CEO).
 - c. Establish interview format and key questions shaped on relevant area of expertise required, with both technical and competency-based questions and value-based questions utilised. Include a presentation if relevant.
 - d. Allocate interview roles (lead / who asks specific questions)
 - e. Conduct interview and arrange second interview, only if this is required, determined by consensus of the interviewing panel.
4. Recommendation for Appointment
- a. People & Culture Committee to meet and discuss applicants and gain a consensus on who they want to hire.
 - b. People & Culture Committee put forward their recommendation to the rest of the Board for ratification.
5. Confirm appointment:
- a. Request [Declaration of Good Character](#) form is completed ahead of issuing Letter of Appointment.
 - b. Send Appointment Letter and Code of Conduct for electronic signature.
 - c. Receive acceptance.
 - d. Send induction documentation and share Induction Folder and relevant smartsheets.
6. New Starter Joins:
- a. Induction provided.
 - b. Introduction to key staff.
 - c. Arrange to complete a DISC profile and debrief, as required.