

SELECTION PROCESSES FOR ORIENTEEING AUSTRALIA POSITIONS

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Orienteeing Australia has a wide range of positions which need to be filled from time to time. These include both paid positions (e.g. Executive Officer, Head Coach, Manager Coaching and Officiating) and unpaid positions (e.g. coaches and managers of national teams and squads). A vacancy may arise as the result of the previous incumbent departing a position, the expiry of a set term of office, or the creation of a new position.

The purpose of this policy is to ensure that a clear decision is made for each vacant position as to how that position is to be filled. This process recognises that, constitutionally, the Board is the ultimate decision-making body in Orienteeing Australia, whilst allowing authority for filling positions to be delegated where appropriate.

Upon becoming aware of a vacancy, or as part of the process of establishing a new position, the Board will determine the process for filling the position. This will include deciding:

- Whether the position should be formally advertised, and whether formal applications are required.
- Whether formal selection criteria are required, and if so, who is responsible for determining them, and what process is required for endorsing them.
- Who has the authority to shortlist candidates.
- Whether a selection panel should be appointed, and if so, who is responsible for appointing that panel, and whether the composition of the panel requires Board endorsement.
- Whether the Board wishes to formally endorse the final outcome or whether it delegates this to a selection panel and/or the responsible officer.

In making such decisions, the Board will take account of factors such as the scale and significance of the position, the likelihood that it will be necessary to choose from a range of candidates, and considerations of efficiency in managing the selection process. For some positions, some or all of the points above may be covered by existing policies. For positions which are expected to be filled on a regular basis, the Board may make a standing decision and/or delegation which applies until such time as it is amended or withdrawn.

Where a selection panel is established, it should contain both male and female members. The President should normally be a member of the selection panel in the event of a vacancy in the position of Executive Officer but should not normally be a member of other selection panels.

This policy does not apply to positions which are filled by a vote of the Annual General Meeting, or to Orienteeing Australia Controller positions to which the provisions of the Competition Rules apply.

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