



Metro Thorndon Building
220a Thorndon Quay, Wellington 6011
PO Box 12434, Wellington 6144
0800 506 688
admin@masterelectricians.org.nz
www.masterelectricians.org.nz

Procedure – Recruitment and Selection; Appointments Advisory Committee

03.03

Table of Contents

1	Objective	2
2	Accountability	2
3	Function	2
4	Responsibilities	3
5	Privacy.....	4
6	Review of this procedure	4

Procedure – Recruitment and Selection; Appointments Advisory Committee

03.03

1 Objective

The Master Electricians (ME) Group is now an organisation where high value leadership is required at both Governance and Officer level. This policy outlines that appointments must take into consideration and include; quality character traits, diversity of thought, leadership, integrity, competence, and skill sets to match the requirements of a growing and diverse portfolio of activities.

With a long-term strategic focus, the ME Board has a duty of care to ensure that appointments to positions within the ME Group are carefully considered and matched against the current and future needs of the organisation.

2 Accountability

This policy is for the Master Electricians Board to establish a committee to be known as the, “Appointments Advisory Committee” (AAC). The Board will select the make-up of the AAC who will manage the recruitment process of suitably skilled and competent persons to Governance, Officer, and Trustee positions within Master Electricians (ME) and the wider group. The AAC will recommend the most suitable person(s) for the role(s) in question to the Board of ME, who will make a recruitment decision.

3 Function

The AAC will be required to be cognisant of the rotation policies of the various entities making up the ME Group.

Appointments for which the AAC hold delegation, include but not be limited to the following:

- Officers of the Association
- Directors for the Board of Directors of Master Electricians
- Directors for the Board of Directors of etco
- Trustees for the ECANZ Education Trust
- Any other position for which the ME Board feels jurisdiction would apply

The ME Board will:

- Have the sole responsibility for the establishment and disestablishment of the AAC
- Appoint / Replace AAC members via a fixed term or ad-hoc
- Have sole delegation to appoint an AAC for a fix period or for a purpose at their discretion
- Remain responsible for the AAC



Metro Thorndon Building
220a Thorndon Quay, Wellington 6011
PO Box 12434, Wellington 6144
0800 506 688
admin@masterelectricians.org.nz
www.masterelectricians.org.nz

Procedure – Recruitment and Selection; Appointments Advisory Committee

In principle the AAC should be no more than four persons, be appointed by the ME Board and be made up of the following:

- The Chair of the Board of Master Electricians
- The President of the Association
- One current ME Board member appointed by the Board
- An otherwise qualified person

In the absence of the availability of either the ME Board Chair or ME President, the Board will retain the right to appoint an alternate person from Past Board Members in the case of the Chair, or an otherwise qualified person in the case of the President.

4 Responsibilities

All job descriptions will be ratified by the ME Board.

Advertising for a vacant role could be handled directly by the either of; the ME Board, the etco Board, the Education Trust, the AAC, or a suitable body on their behalf.

All responses, nominations or applications for such roles are to be sent directly to the Chair of the AAC for dissemination to the committee members.

Upon receipt of applications or nominations for roles sought, the Chair of the AAC shall disseminate the information to committee members for their review and manage the process for the committee to ensure all recruitment is completed on time, with regard to constraints outlined in the entities rules or constitution.

The AAC's role includes the review and analysis of all applications or nominations for the role, or roles, against a skills set matrix established for each role.

The AAC will receive and review applications for positions, establish a short list, interview where required and submit a recommendation or recommendations to the ME Board for either; adoption by the ME Board, or circulation to the interested and voting parties. For example:

- Recommendations for a candidate for a Director position/s on the ME Board to be advised to the ME CEO and circulated to the Branch Secretaries for voting in accordance with the rules
- Recommendations for a candidate for the Office of President or Vice President to be advised to the ME CEO and circulated to the Branch Secretaries for voting in accordance with the rules
- Recommendations for a candidate for a Director position on the etco Board to be forwarded to the Chair of the ME Board for confirmation by the ME Board
- Recommendations for a candidate for a Trustee position on the ECANZ Education Trust to be forwarded to the ME CEO for confirmation by the Trustees of the ECANZ Education Trust
- Recommendations for any other position to be provided on the direction of the ME Board



Metro Thorndon Building
220a Thorndon Quay, Wellington 6011
PO Box 12434, Wellington 6144
0800 506 688
admin@masterelectricians.org.nz
www.masterelectricians.org.nz

Procedure – Recruitment and Selection; Appointments Advisory Committee

5 Privacy

All information available to the AAC along with the discussions held in committee are subject to embargo and to be confidential to the AAC.

6 Review of this procedure

This procedure will be reviewed at least every two years to ensure alignment to the organisational values, the achievement of business goals and the ongoing efficiency and effectiveness of this procedure.

Owner: ME Board			Originator: Bernie McLaughlin	
Date	Revision	Comments	Reviewers	Approved
12 Nov 2020	1	Minor amendments and order changes.	Ross Beal, Mike Barr	No
16 Feb 2021	2	Final draft for review	Mike Barr, Colin Smith	No
19 Feb 2021	3	Final edits confirmed with constitutions. NOTE: ECANZ rule changes required to adopt for that entity.	Bernie McLaughlin	May 2021 Board meeting