

PROCESS FOR MAKING A BOARD APPOINTMENT

Plan and recruit Select and shortlist Recommend and appointment MoT scores longlisted candidates Interview panel meets with Minister to talk through Minister of Transport and board Chair discuss skill needs, board composition and ideal competencies preferred candidate(s) MoT discusses potential shortlist with Chair in their regular catchup and Minister MoT recommends preferred candidate(s) to MoT and board Chair discuss skill needs, board Minister, confirms remuneration composition, and ideal competencies Minister and Chair discuss shortlist Minister and preferred candidate(S) meet one-on-MoT advises Minister about requisite skills, S Chair and shortlisted candidates meet over process and stakeholder consultation to ()coffee (individually) seek nominations Minister consults with support parties about Ш MoT and Chair interview shortlisted candidates preferred candidate(s) MoT seeks nominations and expressions of interest from: MoT conducts due diligence process with APH and Cabinet consider and endorse confirmed shortlisted candidates ☐ Chair candidate(s) □ Public sector Minister or Governor General announces new appointment □ Stakeholders □ Government support MoT conducts induction for parties new members ☐ Advertising on IOD, Board chairs and Crown entity MoT website and management conduct induction **Government Jobs Online** for new members Board skills matrix Potential shortlist MoT prepares Briefing Paper □ Advice sheet Briefing paper to Minister Briefing paper to Minister and communication with Chair APH □ Warrant Position description Confirmed shortlist CV form □ Appointment letters Expression of interest form S ELF ☐ Gazette notice Longlist of candidates **MoT conducts** Media release □ Speaking notes ☐ Due diligence Organisation form □ Conflict of interest declaration Thank you letters to retiring/ resigning members Interview (with Chair) Resumé check Reference checks