



External Independent Appointed Director Procedure

19 January 2023

RECORDS AND INFORMATION MANAGEMENT
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and
Information Management Profession

TABLE OF CONTENTS

DOCUMENT CONTROL	1
AMENDMENT, MODIFICATION OR VARIATION	1
1 INTRODUCTION.....	2
2 PURPOSE	2
3 RECRUITMENT PROCESS	2
3.1 Recruitment Committee.....	2
3.2 Review of Role Description	2
3.3 Advertising Position.....	2
3.4 Applicant Shortlisting.....	2
3.5 Applicant Interviews.....	3
3.6 Background Checks.....	3
3.7 Reference Checks	3
3.8 Recruitment Report.....	4
3.9 Board Consideration.....	4
3.10 Recruitment Notification.....	4
4 IMPLEMENTATION ADVICE.....	4
4.1 Document Templates	4

DOCUMENT CONTROL

Version	Date	Author(s)	Approval	Comments
0.1	June 2020	P. Sweeney		Initial Draft Document
1.0	July 2020	P. Sweeney	August 2020	
2.0	12 January 2023	Anne Cornish	19 January 2023	Revised Document

AMENDMENT, MODIFICATION OR VARIATION

- (a) This Policy is effective from 19 January 2023 and is reviewed every two years.
- (b) This Policy may be amended, varied or modified by the Records and Information Management Practitioners Alliance Global (RIMPA Global) Board.

1 INTRODUCTION

RIMPA Global is committed to maintaining a consistent and transparent process for the recruitment and appointment of the role of an Appointed Director.

2 PURPOSE

- (a) The purpose of this procedure is to:
 - (i) provide the instructions on managing the recruitment process for a RIMPA Global Appointed Director
 - (ii) ensure the Recruitment Committee are clear about their role in the recruitment process

3 RECRUITMENT PROCESS

3.1 Recruitment Committee

- (a) a Recruitment Committee (the Committee) is formed and consists of:
 - (i) Executive Board member (Chair)
 - (ii) CEO (Secretariat)
 - (iii) Life member
 - (iv) Ambassador

3.2 Review of Role Description

- (a) The Committee reviews and updates the Appointed Director role description
- (b) If changes are made, the Committee Chair provides the updated role description to the Board Chair for approval

3.3 Advertising Position

- (a) the Secretariat advertises the vacant role providing the date of closure to the Committee Chair

3.4 Applicant Shortlisting

- (a) the Committee Chair
 - (i) develops selection criteria in consultation with the Recruitment Committee
- (b) the Committee
 - (ii) independently reviews each application against the selection criteria
 - (iii) completes an Assessment Workbook for each candidate
 - (iv) provides the Committee Chair with their individual assessments
- (c) the Committee collectively shortlist the candidates. All members of the Committee participate in the shortlisting process. If the individual assessments are similar the Committee Chair may decide there is no need to moderate and provide an average

score for each of the candidates. If the individual assessments vary widely the Committee are to moderate as a group

- (d) the Committee Chair completes a combined Assessment Worksheet which determines the suitability of the candidates for interview

3.5 Applicant Interviews

- (a) the Secretariat
 - (i) develops an interview schedule
 - (ii) socialises the interview schedule with the Committee for agreement
 - (iii) rings the candidates identified for interview to arrange a suitable time
 - (iv) develops interview questions in consultation with the Committee
 - (v) prepares the speaking notes for the interview including Company overview, role and Committee member introductions
- (b) the Committee
 - (i) actively participates in the interview process, asking assigned questions and questions for clarification
 - (ii) independently reviews each candidate against the interview questions
 - (iii) completes an Assessment Worksheet for each candidate
 - (iv) provides the Committee Chair with their individual assessments
- (c) the Committee Chair
 - (v) collates interview assessments into a combined Assessment Worksheet
 - (vi) facilitates discussion with the Committee about the combined assessment to determine if one candidate is clearly outstanding
- (d) if the Committee agrees, reference checks can be conducted at this stage or a second round of interviews may be conducted following the process in 3.5 a, b and c
- (e) if a second round of interviews is required, all candidates should be provided the same questions and be given 72 hour to prepare

3.6 Background Checks

- (a) the Secretariat:
 - (i) performs a disqualification background check using:
 - i. [ASIC Disqualified Persons Register](#)
 - ii. [ACNC Register of Disqualified Persons](#)
 - (ii) advises the Committee on the background check results

3.7 Reference Checks

- (a) the Committee Chair
 - (i) develops the reference check questions
 - (ii) socialises the reference check questions with the Committee agreement

- (iii) rings the referees seeking their input before emailing reference check questions
- (iv) circulates the reference check responses to the Committee

3.8 Recruitment Report

- (a) the Committee Chair
 - (i) prepares a draft recruitment report including a comparative candidate assessment
 - (ii) circulates the draft report to the Committee for agreement
 - (iii) notifies the Board Chair of the Committees recommendation and provides the recruitment report and supporting documentation
- (b) the Board Chair
 - (i) notifies the Committee Chair of Support
 - (ii) invites the Committee Chair to present the report at the next full Board meeting

3.9 Board Consideration

- (a) the Committee Chair
 - (i) notifies the CEO of the Board agenda item and provides the Recruitment Report and all supporting documentation for circulation
 - (ii) facilitates deliberation by the Board and recommends the candidates appointment to the Appointed Director role
 - (iii) requests a Letter of Appointment be prepared by The Company

3.10 Recruitment Notification

- (a) upon Board approval, the Committee Chair
 - (i) rings the successful candidate to gain their verbal acceptance for the position
 - (ii) requests The Company to send the Letter of Appointment
- (b) upon acceptance of offer, the Secretariat
 - (i) contacts unsuccessful candidates that were shortlisted and offers feedback

4 IMPLEMENTATION ADVICE

4.1 Document Templates

- (a) Assessment Worksheets
- (b) Interview Questions
- (c) Recruitment Report
- (d) Shortlist and Comparative Assessment
- (e) Reference Check