

Open 3P Standard Custodian Board

Document control

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Board recruitment and nomination procedure

This document outlines the complete process for the nomination of members to the Open 3P Standard Custodian Board.

1. Assess Standard Custodian Board needs

- a. Review Standard Custodian Board development strategy
- b. Conduct a skills audit of current board members
- c. Map these to the needs of the strategy
- d. Identify gaps in skills, experience, or diversity
- e. Define the ideal candidate profile(s) the Standard Custodian Board needs

2. Establish a nominations committee

- a. Committee to have a minimum of 3 current board members including board chair
- b. Include a member of the DSHB technical team
- c. Ensure the committee represents diverse perspectives

3. Develop recruitment strategy

- a. Create a board member job description
- b. Identify recruitment channels
- c. Set a timeline for the recruitment process

4. Advertise board positions

- a. Publish the job description through chosen channels
- b. Encourage current board members to share with their networks
- c. Reach out to potential candidates directly, if appropriate

5. Review applications

- a. Screen applications against the established criteria
- b. Create a shortlist of candidates
- c. Conduct initial interviews if necessary accommodating different timezones and needs
- d. Sift candidates based upon initial interview if undertaken

6. Interview process

- a. Develop structured interview format and questions
- b. Share with interviewees relevant Custodian Board documents

- c. Arrange interviews with shortlisted candidates accommodating different timezones and needs
- d. Ensure that there are three interview panel members including a member of the DSHB technical team

7. Due diligence

- a. Check references
- b. Ensure candidates meet any legal requirements for board membership
- c. Discuss and resolve any potential conflicts of interest

8. Nomination

- a. Nominations committee discusses interview outcomes
- b. Committee votes on which candidates to nominate
- c. Report prepared for the full board with recommendations

9. Board approval

- a. Nominated candidates presented to the full board
- b. Facilitated discussion and questions
- c. Vote held to approve new board members

10. Onboarding

- a. Successful candidates notified
- b. Board member induction
- c. Assign a mentor from existing board members

11. Public announcement of new board members

- a. Publicly announce new board members through appropriate channels
- b. Update the Open3P website and relevant documents

12. Recruitment review process

- a. Gather feedback on the recruitment process
- b. Identify areas for improvement for future recruitment rounds

Timescale

It is expected that the entire recruitment and nomination process would take six months with nominated board members taking position at the meeting following the board approval meeting.