

MEMBER SELECTION PROCEDURE

Procedure number	PM001P	Version	v1.0
Drafted by	Program Development Manager	Approved by Board on	22 February 2017
Responsible Person	Program Director	Scheduled Review Date	22 February 2019

1. RESPONSIBILITIES

- 1.1 Co-operatives are responsible for following these procedures.

2. PROCEDURES

- 2.1 The Member Selection Director / Office-bearer will convene an interview panel once written advice is received of an upcoming “true” vacancy. An interview panel should typically comprise of three people and be consistent in its membership across all applicant interviews.
- 2.2 The interview panel will establish a member selection criteria for the upcoming vacancy incorporating:
- CEHL’s published selection criteria
 - demographic criteria established in the co-operative’s Future Directions Plan
 - the type and level of participation required to meet the co-operative’s current and future needs
 - agreed values of the co-operative.
- 2.3 The interview panel will contact CEHL to request a referral list and the Applicant Contact and Interview Record.
- 2.4 The interview panel will consider each applicant on the referral list in date order to identify a shortlist of candidates whose 100 word statement align with the selection criteria, ensuring that no member of the panel has a conflict of interest due to a prior connection with a shortlisted applicant
- 2.5 The interview panel will establish the date and location for interviews to be held and agree on a consistent interview process.
- 2.6 The interview panel will attempt to contact each shortlisted applicant to offer an interview – this will include at least two attempts by different methods.
- 2.7 The interview panel will complete the Applicant Contact Record during the process to shortlist and confirm interviews.
- 2.8 Prior to interview, applicants will be offered information about the selection criteria for this vacancy and any documents that will be required to evidence eligibility, including a self-assessment tool.

- 2.9 Co-op will ask applicants to notify the Co-op if the eligibility self-assessment suggests that they will not be eligible.
- 2.10 All interviews will be conducted using the same process and questions that reflect the selection criteria.
- 2.11 The interview panel will then rank applicants according to their responses to the selection criteria and identify their preferred applicant.
- 2.12 The preferred applicant will be asked to submit relevant documents to be forwarded by the Co-op to CEHL for an eligibility assessment.
- 2.13 CEHL will assess eligibility and advise the co-operative of the outcome within five business days of all required documents being received.
- 2.14 On confirmation of eligibility, the interview panel will make a recommendation for membership in accordance with the Co-operative's Rules.
- 2.15 If approved, the preferred applicant will be offered membership and tenancy.
- 2.16 The co-operative then formally adopts the applicant as a member.
- 2.17 Plans for commencement of the tenancy will be made after the new member has been formally approved.
- 2.18 The interview panel then completes the Applicant Interview Record and returns the document to CEHL within two weeks of the commencement of the tenancy.

3. RELATED DOCUMENTS

- 3.1. Member Selection Program Policy.
- 3.2. Co-operative Rules.
- 3.3. Applicant Contact and Interview Record.

4. AUTHORISATION

Approved by	CEHL Board	Date of approval	22 / 02 / 2017
Position	CEHL Chair		Karren Walker
Position	Manager		Nicola Foxworthy