



Procedure for Filling a Management Committee Vacancy

1. Purpose

Describe the process to be followed when there is a need to fill a vacancy on the Management Committee.

2. Scope

This procedure applies to all Members of the Penrith Golf Club.

3. Responsibilities

Management Committee Chair - Approve this procedure and ensure compliance.

4. Background

- a. The initial Management Committee (MC) roles were filled by appointing a Nominating Committee and following a panel interview format and applying the included Scoring Form.
- b. The [Rules for the Government of Penrith Golf Club](#) do not contain a clause that enables co-opting a volunteer onto the MC.
- c. To ensure fairness and encourage participation by Members, any vacant role on the MC which cannot be filled by promoting an existing team member will be filled using a similar process as was used initially.

5. Procedure

- a. Identified candidates will provide background biographic data for review by the MC.
- b. The Membership will be notified that a qualified volunteer has stepped forward and will be offered another opportunity to put themselves forward within the following seven days.
- c. Any other volunteers will provide background biographic data for review by the MC.
- d. The MC will refer qualified candidates to an interview panel.
- e. The MC will appoint an impartial interview panel to question and evaluate the candidates.
- f. The interview panel will select the highest rated and therefore best qualified candidate to serve on the MC.
- g. The Membership will be notified of the result.

6. Related Documents

None

7. Record of Approval

Role	2021 Responsible Persons	Approval Date
Chair, Management Committee	Javid Latif	02-Apr-2021

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Please record your ratings, and a provisional Panel Mark, on this form before the post-interview discussion. It should be passed to the Panel Leader to help with completing the Panel Report.

Candidate Name

Please tick the appropriate boxes

X	X Applies	Tendency to X	Average	Tendency to Y	Y Applies	Y
MOTIVATION Enthusiasm, energy and drive; wants to take the club forward.						Not sure why they volunteered, pushed into it by others.
KNOWLEDGE / EXPERIENCE Broad, extensive, thorough and up-to-date knowledge and skills applicable to the role.						Thin, patchy, narrow, out-of-date
VISION Has a clear, workable plan which has been clearly thought through. Forward thinking.						Vague, sketchy. No plan to speak of. Focuses on past issues and failings.
LEADERSHIP Inspiring, a strong character who could motivate team members and promote engagement.						Weak, easily lead, uninspiring.
ABILITY TO COMMUNICATE Clarity of expression, effectiveness of presentation, gets point across succinctly.						Has difficulty in expressing thoughts. Cannot put ideas across. Rambles.
PERSONAL QUALITIES Maturity. Adaptability. Likely to fit in and play an effective role. Would work well with others.						Unlikely to fit in and be accepted by members. Ineffective. Difficult.
JUDGEMENT Balanced and reasoned.						Erratic, displays extreme views.

NOTE: The space below is for your use as an aide-memoire and for recording special attributes or characteristics of the candidate which you would wish to have included in the Chairman's report.

Member's Provisional Mark	
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Signature:

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Agreed Panel Mark	

Name:

Date:

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The Marking Scale

A selection panel's responsibility is to judge candidates' suitability for appointment. Each candidate should be assessed and awarded a mark from the scale given below after the interview and before the next candidate is seen. Selection panels should make full use of the scale, i.e. the marks at the extremes as well as in the middle.

After completing a few interviews, the Panel may review its markings and if necessary adjust those provisionally given to the first candidates to bring them into line with the general standard that has developed.

Candidates should be placed in order of merit according to their suitability for the appointment in question. Different marks should be given to candidates with observable differences in quality. An order of merit should be maintained as each interview is completed to distinguish among candidates given the same mark. The final mark should not be modified with pluses or minuses.

In discussion at the end of the interviews, no candidate should be given a revised mark altering his or her position in the main order of merit unless further material evidence has come to light.

Mark Scale

- A a very good candidate
- B clearly above the minimum acceptable level
- C acceptable
- D near miss
- E below an acceptable level
- F well below acceptable level

NOTES

Candidates with a mark below C will not normally be offered an appointment. Those marked C or above should be shown on the Panel's report as 'recommended for appointment'.

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