BSBGOV502 Recruit and coordinate committee members

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to recruit, develop and support committee members in an organisation. This includes planning for committee recruitment, communicating with members and prospective committee members, and coordinating processes.

It applies to individuals responsible for activities as members of committees or boards of governance.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Regulation, Licensing and Risk – Governance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the need and roles for committee members	1.1 Identify the potential roles of committee members 1.2 Discuss and agree on roles of committee members with board members or management 1.3 Develop and document role descriptions
2. Recruit committee members	2.1 Seek volunteer committee members by advertising in relevant media or community stakeholder networks 2.2 Arrange and conduct interviews with potential committee members 2.3 Make selections and advise relevant parties

ELEMENT	PERFORMANCE CRITERIA
	2.4 Follow policies and procedures on confidentiality of information
3. Introduce new committee members to organisational requirements	3.1 Inform new committee members about the organisation's purpose
	3.2 Provide new committee members with an induction to the organisation's committee activity
	3.3 Arrange for training in specific committee roles in a manner that is appropriate to the organisation's needs and resources
4. Provide ongoing support to committee members	4.1 Regularly review committee member roles and performance
	4.2 Provide individual support and debriefing in accordance with organisational protocols
	4.3 Identify organisational processes that can be used to support committee members in their roles

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.4	• Gathers, interprets and analyses information relating to core functions of committee members and the organisation, such as organisational goals, standards and values
Writing	1.3, 2.1	• Develops material for a specific audience using clear and detailed language to convey explicit information, requirements and recommendations
Oral Communication	1.2, 3.1, 4.2	• Conducts information sessions and clearly articulates requirements using language, tone and syntax appropriate to audience and environment • Uses active listening and questioning skills to confirm understanding
Navigate the world of work	1.1, 2.1-2.3, 3.2, 4.1-4.3	• Appreciates implications of legal and regulatory responsibilities related to committee activity • Recognises and follows explicit and implicit protocols and meets expectations associated with the recruitment and coordination of committee members

Interacts with others	1.2, 2.1, 2.2, 3.1-3.3, 4.2	• Collaborates with others for the selection of committee members • Follows accepted communication practices and protocols, adjusting personal communication style in response to the values, beliefs and cultural expectations of others
Get the work done	1.1-1.3, 2.1-2.3, 3.2, 3.3, 4.2	• Takes responsibility for recruitment and coordination of activity • Understands when to take responsibility for solving problems and when to consult with others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBGOV502 Recruit and coordinate committee members	Not applicable	New unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10