Appointments and Vacancies Procedure

Reference: GCSB-POL-004
Version: 1.2
Issuing authority: Global Converged Security Board
Effective: 13 October 2026

1. Scope

This Procedure covers how every GCSB board, committee and panel role is filled.

2. Open vacancies

1. Every unfilled role is published on the Vacancies page with its role policy: minimum credential, prerequisites and terms.
2. Applicants submit their name, CV and a statement of why they want the role through the online application form.
3. CVs are stored privately and are seen only by authorised administrators.

3. Held offices

Offices currently held by a named person are not listed as vacancies. Applications for the next term of these offices follow the formal appointment process on the Appointments page. An office held only on an interim basis is published as an open vacancy, as the Interim Governance Statement (GCSB-POL-002) provides.

4. Stages of the formal appointment process

1. Application - online form with CV and statement.
2. Eligibility check - against the published credential and prerequisites.
3. Conflict check - declarations under GCSB-POL-003.
4. Interview - held remotely.
5. Selection - decision recorded with reasons; connected persons recused.
6. Appointment - confirmed in writing and published on the Governance page.

These are the stages published on the Vacancies and Appointments pages and shown to each applicant. An application is always presented at the stage it has actually reached; an application held at the conflict check is identified to the applicant as waiting on their declarations.

5. The founder's office

The offices of President & Chair of the Governing Council and Managing Director / CEO are permanent. Neither is ever opened for application, including future terms, and no application can be made for either office.

6. Connected persons

Candidates connected to a GCSB office holder follow the additional safeguards in GCSB-POL-003, section 5.

7. Publication

Every filled role is shown on the Governance page with the holder's name and a link to their profile.

8. Policy control

- Approval authority: Governing Council.
- Revision history: version 1.0 (13 October 2026) first issue; version 1.1 added the Registrar and the Fellowship & Nominations Committee Chair to the formal appointment process; version 1.2 adds this Policy control section; version 1.3 (28 October 2026) states that an office held only on an interim basis is published as an open vacancy, and confirms that the six published stages are the ones shown to applicants.
- Review date: reviewed at least once a year; next review no later than 13 October 2027, and whenever the list of offices changes.
- Precedence: subordinate to the Governance Charter (GCSB-POL-001). Permanent founder offices are excluded from every application cycle, as the Charter provides.

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