

Putting People 1st

Summary Recruitment Process of Becoming A Committee Member

1. Recruitment pack issued, consisting of:
 - Explanatory information on the process of becoming a Management Committee Member
 - Information on Background and History of the Association.
 - Recruitment Policy
 - Committee Of Management Members Guide
 - Entitlements Payments & Benefits Policy
 - Membership Policy
 - Expenses Policy
 - Membership application form – Application for Membership form
 - Committee member application - Application to Join the Committee of Management form
 - Co-optee/Casual Vacancy application form.
2. Arrange meeting with Finance & Corporate Services Officer to go over documents provided and ask any questions, request assistance to complete forms.
3. Completed application form to Finance & Corporate Services Officer to review and confirm eligibility.
4. Invite to attend a committee meeting as an observer and/or Invite to informal meeting with Director and CoM member, normally Chair, to:
 - Confirm the applicant's eligibility to act as a member of the Committee.
 - Establish that the applicant understands of the role of Management Committee members, including the likely time commitment involved.
 - Establish the potential contribution likely to be made by the applicant, in the light of the skills, knowledge and experience sought by the Association.
 - Answer any questions from the applicant.
 - Explain the potential benefits of having an experienced Management Committee Member supporting and mentoring the applicant, if successful.
5. Within 3 days of meeting applicant informed of result of application.
6. Encouraged to be shareholder. Can only fill co-optee position if not a shareholder.
7. Complete required documentation with Finance & Corporate Services Officer prior to taking up post – code of conduct, declarations etc.
8. Induction meeting(s) with Director.