

Recruitment to the Friends Committee - Policy

With potential committee members who are not directly involved with the Friends' finances it may be a simple task of inviting people who have expressed an interest to a committee meeting and, if mutually agreed, allowing them to join. They would then be formally accepted (or not) at the next Friends AGM.

Formal recruitment of committee members, with financial responsibility, should follow the following procedure:

Identify need for an opening.

Review the role description and compose an ad.

The ad should include.

- A brief description of the charity and its mission
- A short summary of the role's purpose
- A list of responsibilities
- A list of requirements
- How to apply

Select appropriate sources (external or internal) for posting the opening.

Decide on the selection stages and possible timeframe.

Shortlist applications.

Proceed through all selection stages.

Background checks - for officer roles and those that involve the charity's finances it may be necessary to ask for referees.

Social media checks are legal but must not be the basis of a role refusal. They must be done lawfully and correctly (eg compliant with the Equality Act 2010).

Select the most suitable candidate and inform them in a timely manner..

There is a proviso that, in certain circumstances, these roles can be filled by agreement of the committee without the need for advertising (eg a committee member resuming a role after a break).