




# CHECKLIST

## Management Committee Recruitment

# Steps to Take

		Tick if fully completed:
	<p><b>Check your governing document (e.g. constitution).</b> The Management Committee has checked their governing document for requirements. For example:</p> <ul style="list-style-type: none"><li>• Minimum and maximum numbers</li><li>• Eligibility to become a Management Committee member</li><li>• Maximum term of office and process for standing down</li><li>• Requirements for nomination and election</li><li>• Re-election criteria</li><li>• Notice periods required e.g. for AGM and for nominating individuals for election</li></ul>	<input type="checkbox"/>
	<p><b>Who should be on the Management Committee?</b> The Management Committee has analysed the existing make-up of the Committee and the skills/experience needed so that recruitment can be targeted accordingly. The Committee has identified gaps in its diversity (e.g. social/economic background, age, disability, ethnic minority, etc).</p> <p>For example, look at how your Management Committee represents the communities and people you're set up to benefit, and whether any gaps exist.</p> <p><b>Diversity – key questions</b> Has your board changed to reflect the environment in which you work? Has the ethnic profile of the organisation's beneficiaries changed? If so, consider how to reflect this in the make-up of your Committee.</p> <p><b>Skills and experience – key questions</b> Has your financial structure become more complex? What skills, experience and personal characteristics are needed? (<i>Examples:</i> personnel or management skills; book-keeping or finance; fundraising; social capital schemes; experience of the community &amp; voluntary sector, etc.)</p>	<input type="checkbox"/>
	<p><b>Draw up / review role descriptions</b> The Management Committee has drawn up a role description, person specification and other written materials such as a code of conduct, which outlines the key function of the role, clarifies expectations and helps the Management Committee to operate more effectively. Other information such as how the Management Committee operates, the frequency and timing of meetings, etc can also be provided.</p>	<input type="checkbox"/>



**Agree your recruitment and selection process.**

The recruitment and selection procedure for new members is clear and agreed by the Management Committee.

This involves working within the parameters set out in your governing document, and ensuring that your recruitment and selection process is managed effectively. For example:

- Your paperwork is in order, such as:
  - an information pack (e.g. explaining the purpose of the organisation, the role of the Committee, etc);
  - application/nomination forms;
  - the election/selection process is clearly communicated (e.g. how the AGM will be structured; voting procedures, etc).



**Begin to recruit.**

Now that all the background planning and preparation work has been done, the Management Committee decides upon:

- Your recruitment message (e.g. are you looking for individuals with certain skills or experience, etc and how will you communicate this?).
- Your recruitment methods (e.g. will you advertise publicly, write out to your members; produce new materials to target a specific group such as young people; etc).

**Remember**, your recruitment message and methods can be creative! It doesn't have to be purely informative. Think about how you can "sell" the role and the benefits of being on a Management Committee (e.g. make a difference – help improve services for older people; gain skills; etc).

**Don't forget!** Check your governing document (e.g. constitution) to identify what guidelines exist for recruiting and selecting new members.

**Don't forget!** All new Management Committee members should be provided with an induction programme that will welcome them onto the Committee, and provide essential information about the role of the Committee, the purpose of the organisation, how it is set up (legal & organisational structure), its key areas of work, staffing and volunteer involvement, policies and so forth.

**For further support:**

Contact the Volunteer Development Agency's governance helpline on 028 9081 8332 or email [info@volunteering-ni.org](mailto:info@volunteering-ni.org)

Contact NICVA's Charity Advice Service on 028 9087 7777 or email [cas@nicva.org](mailto:cas@nicva.org)