

WORKSHEET

Developing your Recruitment and Selection Procedures

Use the format of the worksheet below to gather together all the key information you need to run the process of recruitment, selection and appointment of your Management Committee members. This document can then be retained for reference purposes for future recruitment activities.

Note: You will need to complete additional procedures forms if you are also recruiting for office bearers (e.g. Chair, Secretary, Treasurer)

MANAGEMENT COMMITTEE RECRUITMENT PROCEDURES

How many new members do you wish to recruit?

(specify if this is for a specific office such as Chair or Treasurer)

How will individuals apply?

(e.g. informal contact, CV, application form)

What information will be circulated to potential applicants?

(e.g. role description, criteria, expected commitment, organisation background details, annual report etc)

Who will determine who is eligible to be put forward?

(e.g. Chair, Secretary, nominated Committee member, relevant staff member)

What criteria will they use to determine who is eligible?

(refer to list of questions on www.diycommitteeguide.org)

What are your formal procedures for appointment to the role?

(refer to your governing document and guidance from the Management Committee before documenting these below for easy reference)

