

# RECRUITMENT OF COMMITTEE MEMBERS PROCEDURES

## Annual general meeting route

Any member of the Association can offer themselves for election to the Committee via the AGM. They should notify the Secretary in writing at least 21 days prior to the AGM. They should provide details of relevant interests, experiences and skills they can bring to the Committee and be proposed and seconded by other members.

At the AGM, if there are more applicants, including existing members of the Committee seeking re-election, than the number of seats available there shall be a vote. Those securing the highest number of votes shall be elected or re-elected until the maximum of 12 members is filled.

## Co-option route

The Committee has power to fill any vacancy as required by co-option. Any member of the Association can be proposed to join the Committee by a Committee member. The proposer should be seconded by a Committee member. The Committee should consider the proposed applicant at the next Committee meeting. No contact should be made with the proposed applicant until after that Committee meeting.

At the Committee meeting the proposer should tell the meeting the reasons why it is believed the proposed applicant would be a valuable member of the Committee. Consideration should be given to the relevant interests, experiences and skills the proposed applicant could bring to the Committee and also take account of the existing make up of the Committee in terms of gender, age, ethnicity and skills.

If the Committee decides to offer the proposed member the opportunity to join the Committee, the proposer should then contact that person to confirm that they are interested.

If more members of the Association are proposed at the same time than the number of seats available the above procedure should be carried out for each such person. The Committee should then vote to determine which proposed person or persons should be offered the seat or seats available. The relevant proposer or proposers should then contact that person or those persons to confirm that they are interested.