

## **COMMITTEE RECRUITMENT PROCEDURE**

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### **Introduction**

FCELH recruits new members to its committee in accordance with its constitution and welcomes the opportunity to introduce new skills, experiences, and perspectives to its meetings. The recruitment of committee members and the appointment of officers is aligned with the date of the Annual General Meeting held in November. Co-opted persons and Centre for Regional and Local History staff and student representatives may be invited to join the committee at any time during the year.

### **Agreement to recruit new committee members**

The recruitment process will commence in early September each year to ensure sufficient time to complete the necessary steps prior to the AGM. The September committee meeting will identify any vacant committee posts, agree if there is a need to recruit new members and consider any special skills or experiences beneficial to the FCELH.

This meeting will also consider if existing committee members are ready to involve new people; have the time to recruit and welcome new committee members; and identify any potential changes to the working of the committee such as the place and time of meetings and the responsibilities of committee members.

### **Agreement to appointment an officer**

The September committee meeting will confirm if there is a need to recruit new officers. Office holders are appointed for a period of five years, in line with the provisions of the FCELH Constitution. At the end of a term of office, the committee will be asked to accept the resignation of the incumbent and nominate another member of the committee to that post. Any member standing for an officer role must be a Friend. Nominations will be presented to the AGM and voted on by the Friends.

If there are no nominations for a vacant officer post, the committee will agree an interim resolution. This may be a temporary extension of the office holder's term, the division of tasks amongst the committee or suspension of activities. Key statutory reporting duties will be protected and delivered on time.

### **Recruitment**

The Secretary will ensure all recruitment actions align with Section 9 of the Friends' Constitution. A notice of vacancies will be sent to all Friends prior to the deadline for expressions of interest, allowing sufficient time for a response. A link to the appropriate role descriptions will be provided and a contact name and contact details will be provided for further information or advice. Anyone interested is asked to provide an expression of interest and contact details for a proposer and seconder if they have these. An acknowledgement of receipt will be sent by the Secretary.

### **AGM voting**

The Secretary will ensure the nomination of committee members and, if required, officers, is on the AGM agenda. The Secretary will also arrange for a proposer and seconder for all persons standing for

the committee or nominated for an office. The Secretary will record the names of the appointed committee members and officers in the minutes of the AGM and notify any nominated person who is not appointed. If a vote is required, this will be in accordance with the provisions of the Friends Constitution.

**Welcome new committee member**

The Secretary will welcome new committee members, invite them to the first committee meeting after the AGM and ask them to read the Friends' Constitution before attending the meeting. In advance of the meeting, the Secretary will inform all committee members of the names of new committee members, co-opted persons, representatives, and changes to office holders.

This meeting should avoid the use of acronyms and technical points should be explained. New committee members, co-opted persons and representatives should be given an opportunity to raise any areas in which they have a particular interest and to seek support or further information from the relevant officer or from any committee member.

**Transfer of responsibilities to a new officer**

A retiring officer is required, where possible, to spend time outside of the meeting to hand-over records, explain processes and provide support to a new officer.

**Appointment of Charity Trustees**

All new committee members will be invited to become a trustee of the FCELH. If they are agreeable, they will be asked to supply their contact details to the Charity Commission representative (the Treasurer) to allow for registration with the Charity Commission.

They will be expected to read the Charity Commission's *'5-minute guides for charity trustees'* and any subsequent communications to trustees issued by the Charity Commission.

**Co-opted persons**

The management committee may identify a requirement for additional support, skills and experiences that will be beneficial to the FCELH. With the committee's approval, an individual may be co-opted onto the committee to fulfil that requirement.

A co-opted person will not be appointed as a Charity Trustee and does not have voting rights on committee business. They may be invited to express an interest in standing as a committee member at the next AGM.

**Staff and student representatives**

A member of staff of the Centre for Regional and Local History and up to two persons undertaking a postgraduate course or PhD research at the Centre may be nominated by the Centre as representatives on the committee. Nominations are not subject to approval by the AGM or committee. Representatives will not be appointed as Charity Trustees and do not have voting rights on committee business.