

WORKSHEET

Your Governing Document - what to look for?

Prior to Recruiting & Selecting Management Committee Members

Your governing document sets out rules to be followed for recruiting and selecting new Management Committee members. Following is a brief outline of key areas to look for. Use this worksheet, for example, as part of your induction programme or prior to recruiting new members. By completing this worksheet it should provide a policy framework for recruiting new members.

1. Who can be on your Management Committee? Does your governing document set out specific criteria? (E.g. must be a member of your organisation. Does your organisation keep a clear record of membership? NB Some classes of membership may not be eligible for election).

2. How many people can make up your Management Committee? (I.e. minimum and maximum numbers).

3. How long can individuals serve on your Management Committee? (I.e. term of office; are there restrictions on how many year(s) a person can serve).

4. How do Committee members resign or stand down?

5. Are there requirements set out in your governing document for nominating and electing individuals?

Yes

No

If so, please give details:

6. Can individuals be re-elected every year?

Yes

No

What is the criterion?

7. Do new Management Committee members have to be elected at the AGM?

Yes

No

If yes, how is this done? Do your Management Committee need to agree the process or is this set out in your governing document?

If no, does your Management Committee need to discuss and agree your selection process for new members?

Note: This checklist is for guidance purposes only. The Management Committee can set policy and procedures for the recruitment and selection of Management Committee members, which should not contradict those requirements laid out in your governing document.