

Appointments to Advisory Committees, Finance Committee and Task Forces

- The process will be GDPR compliant
 - The process will be transparent
 - Any selection process will be guided by The Society's aims for equality, diversity and inclusion.
1. Committees undertake a skills assessment.
 2. An open call goes out to the membership detailing the required skills and experience and time commitment of the position.
 3. Council and Committee Members may also suggest and approach suitable candidates to apply for vacancies but all conflicts of this nature should be clearly declared in the selection and decision making process.
 4. A relevant group comprising of the Chair, relevant SMT member and several Committee members will shortlist candidates against the skills matrix and note all scores on a fair and transparent grid.
 5. If there is no one who meets eligibility requirements, there will be another call for candidates.
 6. If there are several strong candidates they undertake interviews and fairly score candidates against the essential and desired skills and experience.
 7. The same shortlisting group will discuss and agree the appropriate candidate to appoint to the Committee.

The following principles also apply:

1. Committees can co-opt people for a specific purpose and limited time. However, it is expected that wherever possible, a new Task and Finish group or Expert Panel would be created rather than increasing the Committee's workload and size.
2. At the end of a term, a Member can re-apply for another term (and an external member can ask to be re-appointed), but usually Members will serve for one term only, to allow other Members the chance to be part of The Society's governance.
3. In some cases, terms of office may need to be staggered to prevent 100% turn over and loss of continuity in any year, thus some Members may be requested to extend on this basis but the decision must be transparent and communicated to Members.
4. Each Committee will have an Established Career Member Champion and a Member Champion who is at an early stage of their journey through Membership.
5. The Established Member Champion role on each Committee is likely (but not inevitably) to be held by a Trustee.
6. There will be no requirement for other Trustees to serve as members of Committees. However if a Trustee wishes to apply to join a Committee, there would be no bar to this.
7. Each Committee will have an Equality, Diversity and Inclusion Champion. This person may also be one of the two Membership Champions.
8. Any member of a Committee can also sit on a Task and Finish group or Expert Panel and members of these groups will be via appointment by the Committee to whom it reports to enable agility and timeliness.