



BOARD MEMBERS RECRUITMENT POLICY AND PROCESS

POLICY NO. 37

Date of Review	January 2025
Date of Next Review	November 2030
Regulatory Standards of Governance and Financial Management	RS6: The governing body and senior officers have the skills and knowledge they need to be effective. Guidance 6.1 – 6.5

1. In addition to developing the skills and knowledge of existing Board members, we will seek to recruit where necessary (through co-option) to fill gaps identified through the skills audit process. Any recruitment will be done in accordance with our constitution.
2. We will seek to identify the skills, experience and expertise required to direct the affairs of the Association, and to fill any gaps which might be influenced by the composition of the existing Board and by changes in the nature of the Association's work.
3. We will also seek to identify any current groups which may appear under-represented on our Board in pursuit of our commitment to equal opportunities. In seeking new members Glen Housing Association will not discriminate on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality, ethnic or national origins and citizenship), religion/belief, sex and sexual orientation.
4. We may promote the opportunity to become a member of the Board using:
 - Advertisements in the local press
 - Circulation of information to partner organisations
 - Circulation of information to tenant organisations and community groups
 - Circulation of information to members of the Association
 - Circulation of information to tenants

In each case inviting enquiries from interested individuals.

The advertisement of circulated information will identify any particular skills or areas of experience where gaps have been identified and will in particular invite applications from under-represented groups.

5. Those enquiring will be issued with a **recruitment pack**, which should include the following:
 - Information on **Background and History of the Association**
 - Explanatory **information on becoming a Board member** (*Appendix A*)
 - **Application form** (*Appendix B*), which seeks to establish the applicant's eligibility to become a Board member, and asks for information on the areas of skills, knowledge and experience which the applicant can offer, and for personal information to allow equal opportunities monitoring.
6. The process of advertisement may be supplemented by personal approaches from members of the Board and senior staff of the Association. In the event of

such an approach being positive, the details of the individual will be submitted to the Director, who will issue the recruitment pack as described above.

Completed application forms will be sent to the Association's offices, and the Director will screen the applications with a view to confirming eligibility prior to passing to the Chairperson.

7. Eligible applicants will then be invited to attend an informal meeting with the Director and following this with two or more members of the Board (of whom one will normally be an office bearer). The purpose of these meetings will be to:
 - Confirm the applicant's eligibility to act as a member of the Board.
 - Establish the applicant understands the role of Board Member.
 - Establish the potential contribution likely to be made by the applicant, in the light of the skills, knowledge and experience sought by the Association.
 - Answer any questions from the applicant.
 - Explain the potential benefits of having an experienced Board member supporting and mentoring the applicant, if successful.

An example of the agenda for the above meeting is at *Appendix C*

8. Within 24 hours of the interview, the applicant will be informed of the result of the interview:
 - Acceptance as co-opted/casual member of the Board
 - Non-acceptance, with reasons for the decision

Successful applicants will normally be invited to attend a meeting of the Board of Management as observers before their membership of the governing body is confirmed.

9. Co-opted members of the Board must become shareholding members of the Association. Co-opted members cannot vote on matters relating to the membership of the Association or the election of office bearers; nor can they themselves stand for election as office bearers. They can only serve as co-optees on the Board until the AGM following their co-option, at which point they must, if they wish to continue to serve as members of the Board, stand for election.
10. The co-option process may be used to fill casual vacancies including if as a result of the retiral or resignation of existing Board members during the course of the year.