

Type: Procedure	Northumbria Blood Bikes: NBB Auxiliary Role Process -		
Owner:	Vice-Chair	Author:	Michael Thompson
Approved:	1 st Oct 2016	By:	Executive Committee
Doc Ref	Comm005	Version	1.0

A. Why do we need this Procedure

This document sets out the process for creating / recruiting to an auxiliary role at NBB.

B. Who is responsible for this Procedure

The Vice-Chair of the group is responsible for the maintenance of this Procedure.

The Executive Committee is responsible for approving this Procedure.

All members of NBB Committee should be familiar with the information in this Procedure.

C. When will this Procedure be reviewed

The Procedure will be reviewed a maximum of One Year following its approval.

D. How will changes be notified

The latest version of the Procedure will be made available via the members' library on the group website. New versions will be announced via email to all members of the executive committee.

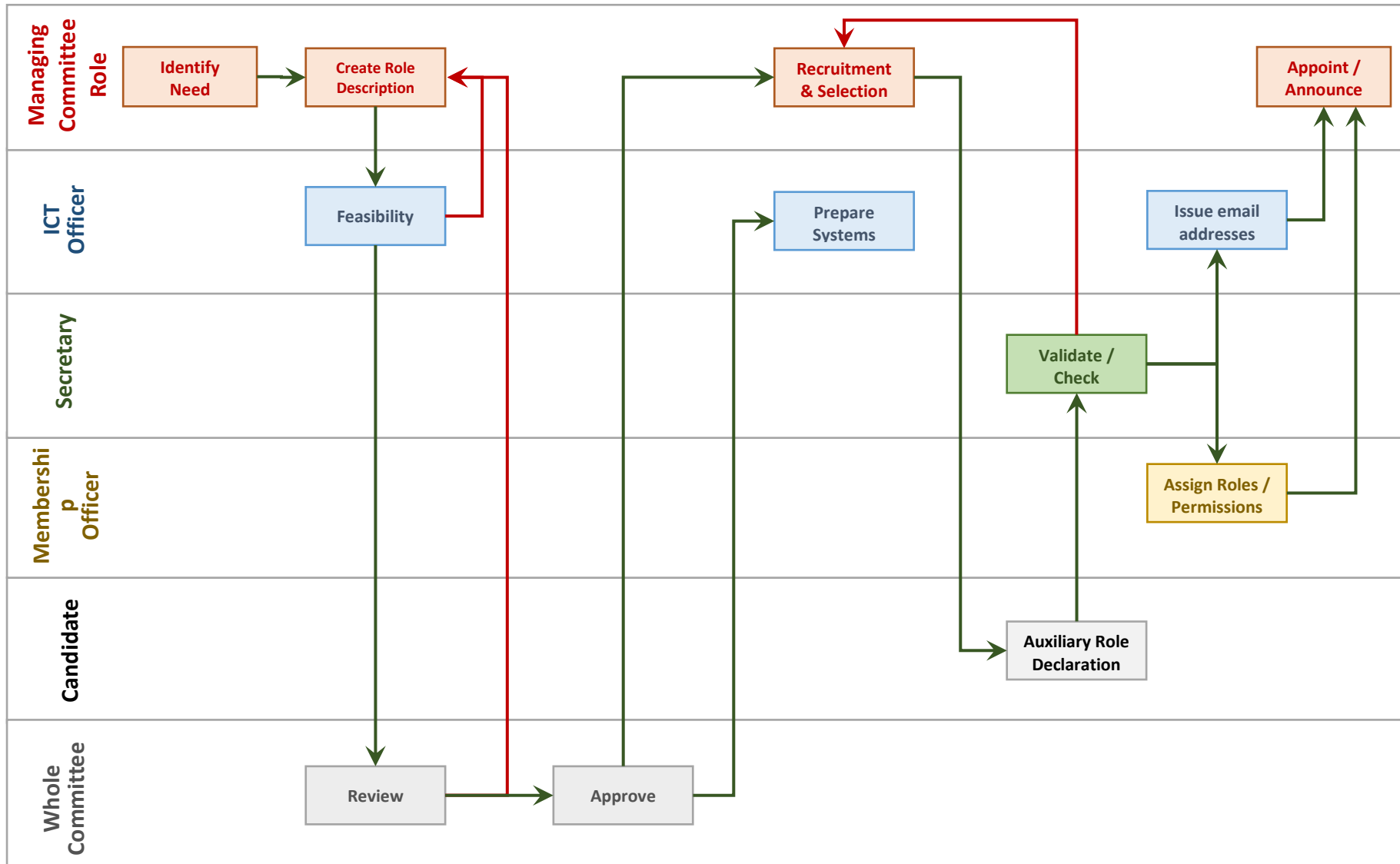
1. Aims of the Procedure

- 1.1.** The Executive Committee of NBB are aware of the risks to the charity posed by having too much operational knowledge and experience vested in the hands of only a few members. Further the new charity constitution, by mandating a proportion of the Executive Committee be re-elected each year has highlighted the need for succession planning.
- 1.2.** As a response to these two issues the Executive Committee has begun a process to introduce Auxiliary roles, to assist with the operations of the charity.
- 1.3.** This procedure sets out the steps by which Auxiliary roles are created and filled.

2. Activities

- 2.1.** A committee member identifies a need for a new role.
- 2.2.** The committee member fills out a role description from the template.
- 2.3.** The committee member liaises with the ICT Officer to ensure that suitable systems are / can be put in place to support the needs of the new role and for it to be effective.
- 2.4.** The role description is submitted to the full committee for consideration. This ensures that all the touch points and overlaps with other areas of responsibility can be adequately accounted for and that the role description is sufficiently clear.
- 2.5.** The committee approve the creation of the role, and if deemed necessary choose a selection panel for approving candidates.
- 2.6.** The ICT officer prepares any changes to the ICT systems that are required to support the new role
- 2.7.** The responsible committee member begins a recruitment process for the new role.
 - 2.7.1.** If appropriate candidates are known they may be approached directly
 - 2.7.2.** Expressions of interest may be sought from within the membership and suitable candidates may be selected from the responses
 - 2.7.3.** Expressions of interest may be sought outside the membership if subject matter expertise is deemed to exist elsewhere (other blood bike groups, Universities, suppliers). Any prospective candidate would be expected to join NBB before appointment.
- 2.8.** Once a suitable candidate is found they will complete an "NBB Eligibility for Auxiliary Role Declaration." A sample is provided as an appendix to this document.
- 2.9.** The NBB secretary will perform background checks to validate the information in the declaration
 - 2.9.1.** Should any issues be established as a result of the background checks then the candidate will be excluded and another selection process will be run.
 - 2.9.2.** On successful completion of the checks the NBB secretary will inform the relevant parties.
- 2.10.** The ICT officer will make live any necessary changes to the ICT systems and issue any new system credentials
- 2.11.** The Membership Officer will assign any additional permissions required to the member
- 2.12.** The responsible committee member will appoint the successful candidate and announce the appointment and any changes to procedures to the membership.

Appendix A – Process Flow for Auxiliary Role Creation



Appendix B – Eligibility Declaration



Northumbria Blood Bikes - eligibility for auxiliary roles declaration.

By taking on an auxiliary role at Northumbria Blood Bikes (NBB) you will be given responsibilities and access to systems and data that go beyond those normally given to NBB members. The trustees of the charity must make a formal declaration to the charities commission regarding their eligibility for that role and NBB ask all prospective candidates for its auxiliary roles to make a similar declaration, although this remains within the charity and is not submitted to the charities commission.

By completing and signing this form, you declare that you:

- are willing to act as a *Name of Role* for NBB
- understand NBB's purpose and rules set out in its constitution and the policies and procedures pertinent to your role.
- are not prevented from acting as a charity trustee because you:
 - have an unspent conviction for an offence involving dishonesty or deception
 - are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
 - have an individual voluntary arrangement (IVA) to pay off debts with creditors
 - are disqualified from being a company director
 - are subject to an order made under section 429(2) of the Insolvency Act 1986
 - have previously been removed as a charity trustee by the charities commission, the Scottish charity regulator or the High Court due to misconduct or mismanagement
 - have been removed from management or control of any body under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)

You also declare that:

- the information you provide to Northumbria Blood Bikes is true, complete and correct
- you understand that knowingly or recklessly providing false or misleading information will be treated according to NBB disciplinary procedures and could result in expulsion from NBB
- you understand that NBB will perform checks to validate, so far as it able, your eligibility for the auxiliary role.
- you will comply with the responsibilities as laid out in the appropriate role description
- the primary address and residency details you have provided to Northumbria Blood Bikes are correct and you will notify the Membership Secretary if they change

If your role involves reimbursement for expenses or the placing of orders for goods and services, you declare that this will:

- be in the organisation's best interests
- be lawful and authorised
- help the organisation carry out its purposes (or be a necessary by-product of it carrying out its purposes)

Role or Position	
Your Name & Signature	
Date	
NBB Committee Member Responsible	

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Version Control and History

Date	Version	Author:	Reason For Change
Oct 2016	1.0	Michael Thompson	First Version
Dec 2019	1.0	Ronnie Paton	Document review no changes