

Type: Procedure	Northumbria Blood Bikes: NBB Committee Member Co-Opt Process -		
Owner:	Chair	Author:	Mick Redpath
Approved:	25 July 2022	By:	Executive Committee
Doc Ref	COMM009	Version	Draft

A. Why do we need this Procedure

This document sets out the process for recruiting (Co-Opting) a member to the Committee at NBB.

B. Who is responsible for this Procedure

The 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 Two Years 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 recognise a need to co-opt members to the committee in the event one of the existing officers leaves the committee mid-term between Annual General Meetings. This procedure will allow the process to be undertaken swiftly, by a small group of existing committee members, without the need for the co-opted person to become a Trustee at time of co-opt.
- 1.2.** This procedure sets out the steps by which Co-Opt Committee roles are filled.

2. Activities

- 2.1.** A committee member leaves his or her post for any reason at a point between Annual General Meetings.
 - 2.2.** The committee determines if the post should be refilled with a Co-opted member, or await the next Annual General Meeting.
 - 2.3.** If less than 3 months to the next Annual General Meeting it is more likely to leave the post unfilled.
 - 2.4.** The Chair (or Vice-Chair) will circulate an email to all members highlighting that there is a need for a Co-opt of a member to a particular post, and include the job description within the email, and ask them to submit an application with a statement as to their suitability for the role.
 - 2.4.1.** Two weeks will be given for any interested members to respond.
 - 2.4.2.** If appropriate candidates are known they may be approached directly to apply
 - 2.5.** All candidates who apply will be interviewed for the position to determine if they have the correct skills for the role and to check their understanding of what will be required
 - 2.6.** The Chair and/or Vice-Chair will form a panel of 3 existing committee members to interview the candidates. The interview panel should consist of Chair and Vice-Chair plus one other committee member, ideally one who will work closely with the co-opted role
 - 2.7.** If there is any conflict of interests then other members of the committee may replace any of the 3 members who would normally conduct the interview
 - 2.8.** All members of the committee will be informed of all applicant's details and be able to see all statements received from the candidates.
 - 2.9.** The interview panel will hold zoom calls or meet with all applicants and on the basis of the interview determine who they think is the most suitable. The interview panel have the power of delegation from the committee to appoint the Co-Opt role
- 3.** The successful applicant will be advised and offered the role by the leader of the interview panel, stressing that this is a "Non-Trustee" role at this stage, and they would only become a Trustee at the point of being formally elected at the Annual General Meeting. If the role is accepted the remaining candidates will be informed.
- 3.1.** The ICT officer will make live any necessary changes to the ICT systems and issue any new system credentials
 - 3.2.** The Membership Officer will assign any additional permissions required to the member
 - 3.3.** The responsible committee member will announce the appointment and any changes to procedures to the membership.
 - 3.4.** Each co-opted member will be given a short induction and/or handover

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Version Control and History

Date	Version	Author:	Reason For Change
Aug 2022	Issue 1	Mick Redpath	First Version