



REIDVALE HOUSING ASSOCIATION

Management Committee Member Recruitment & Induction Process

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1. INTRODUCTION

- 1.1 The Management Committee of Reidvale has responsibility for leading and directing the Association. We are a registered social landlord and a Scottish charity so it is vital that we have the right people with the right mix of skills, knowledge and experience to fulfil the role of a committee member.

2. IDENTIFYING OUR RECRUITMENT NEED

- 2.1 If, following our annual assessment of the skills, knowledge and experience of our Management Committee, we identify the need to recruit additional members to the Management Committee we will seek to identify appropriate individuals to stand for election at the AGM or to be co-opted onto the Committee prior to the AGM if appropriate.
- 2.2 In order to ensure we have the right mix of skills, knowledge and experience we will
- Clearly identify the gap in existing skills, knowledge and experience
 - Seek to identify anyone within our current membership who has the appropriate skills, knowledge and experience and approach them to see if they would be willing to join the Management Committee
- 2.3 If there is no-one within our membership with the appropriate skills, knowledge and experience required we will look to recruit from outwith our membership by -
- Circulating information to partnership organisations and other stakeholders to see if they can recommend anyone with the skills, knowledge and experience required
 - Approaching tenant organisations and community groups
 - Making use of the connections of our staff and existing Committee members to try and identify an appropriate person who could be approached
 - Advertise externally in the local and national Press, on our website and social media and any other appropriate medium such as our Newsletter to try and attract applicants with the relevant skills, knowledge and experience

The advert or circulated information will invite applications from those with particular skills or areas of experience where gaps have been identified, and/or will invite applications from under-represented groups.

3. APPLICATION PROCESS

- 3.1 Anyone who has the necessary skills, knowledge and experience who expresses an interest in becoming a member of the Management Committee will be provided with an information pack containing
- our Membership Policy
 - details of our recruitment and induction procedure
 - our Committee Members Guide

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- our Code of Conduct for Committee Members
 - an application form
 - our Committee Members Role Description
 - our latest Annual Report
- 3.2 Once an application form is received it will be reviewed by the Chair along with any members of staff or the Management Committee who form part of the assessment process. The review will include assessing the skills, knowledge and experience and also checking the applicant satisfies our eligibility criteria and our wider Membership Policy.
- 3.3 If there are no issues identified in the initial review of the application form the applicant will be invited to attend a short informal meeting with the Chair along with any members of staff or the Management Committee who form part of the assessment process.
- 3.4 The purpose of the meeting will be to:
- Confirm the applicant's eligibility to act as a member of the Committee
 - Establish the applicant understands of the role of Committee members, including the likely time commitment involved.
 - Establish the potential contribution likely to be made by the applicant, in the light of the skills, knowledge and experience required
 - Answer any questions from the applicant.
 - Explain the induction process and mentoring arrangements for successful applicants.
- 3.5 If, following on from the meeting, it is decided that we should consider inviting the applicant to become a member of the Management Committee they will be invited to attend a meeting of the Management Committee as an observer.

4. ACCEPTANCE OF NEW COMMITTEE MEMBERS

- 4.1 If the application is successful a recommendation will be taken to the Management Committee to agree to the applicant becoming a member of the Committee unless the process is completed just prior to the AGM in which case the applicant can stand for election by the members.
- 4.2 Any recommendations brought to the Committee between AGMs will result in the applicant being co-opted to the Committee until the next AGM.
- 4.3 New elected Committee Members will also require to become a member of the Association. This will require them to complete a membership form and make payment of the £1 fee.
- 4.4 New Committee members (whether elected or co-opted) will be required to accept and sign our Code of Conduct for Governing Body Members prior to attending any Committee Meetings as a Management Committee member.

5. INDUCTION PROCESS

- 5.1 Once an applicant is approved as a new Committee member we will arrange an initial Induction meeting(s) to cover –
- An overview of the social housing sector in Scotland including our role as an RSL and explaining the regulatory framework in which we operate
 - A summary of Reidvale’s history, our current structure and future plans
 - An introduction to key staff
 - A short tour of our area
- 5.2 At the Induction Meeting we will also arrange to have the following completed and signed –
- Code of Conduct for Governing Body Members
 - Declaration of Interests form
 - General Membership form
- 5.3 We will also arrange for each new Committee Member to have a mentor who will be an experienced existing Committee Member. The mentor will be available to support the new Committee Member during the first 6 months of their membership. Mentoring will consist of being available to answer questions on the role of the Committee and its members, giving advice on procedures and conduct, and providing support to ensure that the new Member is comfortable with his/her responsibilities.
- 5.4 After 6 months we will arrange a short review meeting for new Committee members with the Chair and the Director to make sure the new Committee member has settled into their role and to see if any further support is required. This meeting will also consider any particular training requirements for the new Committee Member and ask for feedback on the induction process.

6. SUMMARY OF RECRUITMENT & INDUCTION PROCESS

