



REIDVALE HOUSING ASSOCIATION

Management Committee Member Recruitment & Induction Process

Approved by the Management Committee: 29 April 2026

Contents

1. INTRODUCTION.....	1
2. IDENTIFYING OUR RECRUITMENT NEED	1
3. RECRUITMENT AND APPLICATION PROCESS	2
4. NOMINATIONS AT AN AGM AND ACCEPTANCE OF NEW COMMITTEE MEMBERS	3
5. INDUCTION PROCESS	4
6. SUMMARY OF RECRUITMENT & INDUCTION PROCESS	6

1. INTRODUCTION

- 1.1 The Management Committee of Reidvale Housing Association (RHA) 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.
- 1.2 Our Rules permit a maximum of 15 Management Committee members. We must always have a minimum of 7. Our *Management Committee Membership: Recruitment, Support and Development Policy* (see our website for details) aims to ensure that we will always have at least 10 properly appointed Management Committee members.
- 1.3 There are three possible routes to committee membership for a potential new member of the Management Committee:
- Nomination and election of general shareholding members at the Annual General Meeting (AGM)
 - Appointment by the Management Committee of a shareholding member to fill a “casual vacancy” which occurs when an elected committee member leaves between AGMs
 - Co-option by the Management Committee to fill current or anticipated vacancies following an AGM.

Anyone who is co-opted or fills a casual vacancy must stand down at the next following AGM, but can be put forward for election at that AGM, provided that they already were, or have become a shareholding member.

2. IDENTIFYING OUR RECRUITMENT NEED

- 2.1 Each year we conduct an annual review and appraisal of the effectiveness of the contribution of committee members, both collectively and individually, to the governance of RHA. This review includes succession planning (who may be planning to stand down at the next AGM); the preparation of a skills profile, and a form of skills audit.
- 2.2 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.
- 2.3 All general shareholding members of the Association are entitled to seek election to the Management Committee at the AGM. We will publicise how and when members can stand for election as part of the preparation for the AGM, and on our website.

- 2.4 RHA is an equal opportunities and human rights respecting organisation. We are committed to providing an environment of respect, understanding, encouraging diversity and eliminating discrimination. Any Management Committee recruitment process will take account of available current committee equalities data and will encourage applications from under-represented groups.

3. RECRUITMENT AND APPLICATION PROCESS

- 3.1 The Management Committee may decide to carry out a formal recruitment exercise if there are current vacancies, or expected vacancies arising at the forthcoming AGM, and the skills analysis has identified gaps. The Committee may also decide to recruit immediately to fill a casual vacancy following the in-year resignation of a committee member.
- 3.2 The recruitment process will highlight the specific skills, knowledge, experience and any other relevant attributes that RHA is aiming to attract.
- 3.3 Anyone who expresses an interest in becoming a member of the Management Committee will be provided with an information pack containing
- details of our recruitment and induction process
 - our Code of Conduct for Committee Members
 - an application form
 - our Committee Members Role Description
 - our latest Annual Report, summary business plan or other useful background information
- 3.4 RHA will seek to identify anyone within our current general shareholding membership with the appropriate skills, knowledge and experience, and approach them to see if they would be interested in submitting an application.
- 3.5 We may also make direct personal approaches to individuals of whom committee members or staff may be aware, who we feel have the required skills, etc. and invite them to apply.
- 3.6 In addition, and where required, we will also:
- advertise vacancies in the local press or specialist housing publications, our website and Newsletter and other appropriate social media outlets;
 - circulate information to partnership organisations, local community groups and other stakeholders to see if they can recommend anyone with the appropriate skills, etc.
- 3.7 Completed application forms must be submitted to the Secretary, who is also the Director of RHA, at RHA's office at 13 Whitevale Street, Glasgow, G31 1QW.

- 3.8 Once an application form is received it will be reviewed by the Chair (or Vice-Chair if the Chair is not available) and Director / Secretary. The review will include an initial assessment of relevant skills, knowledge and experience, and also checking the applicant satisfies our eligibility criteria and our wider Membership Policy.
- 3.9 If there are no issues identified in the initial review of the application form, all applicants will normally be invited to attend a short informal meeting with the Chair and / or Vice Chair and Director / Secretary (the Panel). If a high number of applicants makes this impractical, the Panel will hold a short-listing meeting to identify the most promising candidates.
- 3.10 The purpose of the informal meeting will be to:
- Confirm the applicant's eligibility to act as a member of the Committee
 - Establish that the applicant understands 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.
- 3.11 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 may be invited to attend a meeting of the Management Committee as an observer, before membership is confirmed.

4. NOMINATIONS AT AN AGM AND 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 Our Rules provide for arrangements for seeking and receiving nominations from general shareholding members for election to the Management Committee at each AGM. The initial notice of the intended date of the AGM will include appropriate nomination forms, and also some information about the current recruitment needs and priorities of RHA's Management Committee.
- 4.3 Such nomination forms must be properly completed and returned to our registered office at 13 Whitevale Street at least 21 days before the date of the AGM.
- 4.4 At this point, a process similar to that set out above for other applicants will be initiated:

Membership – Recruitment & Induction Process

- An information pack will be issued to the nominated member, including Committee Member Role Description and Code of Conduct and business plan summary.
 - They will be invited to an informal meeting with the Chair and / or Vice-Chair and Director, before the date of the AGM.
 - The informal meeting will confirm eligibility to stand; explain the role, expectations and time commitment involved, and the induction process and support provided; and answer any questions from the nominee.
- 4.5 After the meeting, the nominee may be given the opportunity to withdraw their nomination, should they wish to do so. However, RHA has no powers or authority to compel any nominee to withdraw, even if they are unwilling to attend the informal meeting, unless they are ineligible to stand, or fall under the terms of Rule 40.3.
- 4.6 This Rule provides that a nomination for election can be rejected by a decision of three-quarters of the Management Committee if election would be contrary to RHA's Rules or policies; would involve a major conflict of interest; or where there is clear evidence that election to the Committee would not be in RHA's best interests.
- 4.7 On the rare occasions where such action may be contemplated, a proposal for rejection must be included on the agenda of a committee meeting to be held before the AGM takes place, and separate legal advice must be taken.
- 4.8 Any recommendations brought to the Committee between AGMs will result in the applicant being co-opted onto the Committee or appointed to fill a casual vacancy until the next AGM.
- 4.9 New Committee members (whether elected or co-opted) will be required to accept and sign our Code of Conduct for Governing Body Members, and agree to the expectations and requirements set out in the Management Committee Role Descriptions document, 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 –

Membership – Recruitment & Induction Process

- Code of Conduct for Governing Body Members
- Declaration of Interests form
- Equal opportunities data information sheet

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.

SUMMARY OF RECRUITMENT & INDUCTION PROCESS

