



Women's Counselling & Therapy Service

MANAGEMENT COMMITTEE RECRUITMENT PROCESS

1. The candidate approaches a Management Committee member or the Director expressing an interest in joining the Management Committee.
2. The candidate is invited to submit her CV including two referees. The CV should include a statement about the skills she will be bringing to the MC.
3. The CV is distributed to Chair and Membership Secretary for review.
4. Candidate referred to Membership Secretary. Invited to meet Membership Secretary who will explain duties of the Management Committee, frequency & times of meetings etc. She will also explain that candidates who are accepted have to become members of the organisation before they become members of the management committee (see Rules) and they will be co-opted members (6 max) until the following AGM when they may be voted to become full committee members (12 max).

The candidate will be asked what she hopes to offer and gain from being on the Management Committee.

5. Candidate invited to attend as an observer (for first 30 minutes) at next MC meeting and be shown around WCTS premises, where they will be introduced to the Director.

At that meeting candidate handed various documents about WCTS –

- Governing documents including constitution
 - Most recent annual report & accounts
 - Leaflet
 - Organisational structure
 - List of members of WCTS
- a. Candidate will be advised that the meeting is simply an opportunity for her and MC members to meet one another.
 - b. Candidate to be welcomed by Chair.
 - c. Round robin introduction
 - d. After the candidate has left the meeting MC to decide whether to issue an offer to join the MC subject to references.

6. If the candidate is considered satisfactory and the MC and candidate still want to proceed references should be taken up by the Membership secretary.
7. References are received and reviewed by the Membership Secretary and the candidate will be contacted and invited/not invited in writing to join the MC.
8. If the candidate is rejected a letter to be posted out thanking her for her interest.
9. If candidate accepted she is invited to join the MC, attend the next meeting and forwarded a folder containing:-
 - Minutes of last 3 meetings
 - Papers for next meeting (if prepared)
 - Dates of forthcoming meetings
 - Brief biographies of current MC Members
 - MC &WCTS contact details
 - Companies House – Director forms
 - Skills Audit forms to complete
10. Chair welcomes candidate to first meeting.