



Guide to procedures for IHBC Board nominations & appointments

30/10/2012

1. Background: Principles of appointments

The trustees of a charity are legally responsible for the prudent and proper management of resources.

Elected posts offer major opportunities to advance our charitable and corporate objectives. Such appointments entail substantial responsibilities, both in representing the IHBC's public face and in underpinning our strategies. As such, our volunteering officers are one of the great strengths of the Institute, and one of our most important resources.

To ensure that the IHBC makes best use of its limited resources, it is essential that the organisation match voluntary posts with both the skills of volunteers and the corporate objectives of the organisation. Equally the nomination and appointment procedures must be both transparent in process, and discrete to ensure that the process of nomination and election is not divisive or damaging to the organisation. The process outlined below ensures that trustees can maximise the benefits of appointments by matching opportunities, skills and needs as follows:

1.A Transparent

The organisation's priorities are open, transparent and democratic.

Priorities are agreed through the business planning process, notably the Corporate Plan and/or the relevant Committee or Branch Business Plans, and underpinned by the democratic authority of having been signed off by the membership at our AGM. Priorities and their delivery are overseen and signed off by Council, through scrutinising business plans, and delivered through the relevant Committee or Branch supported by the national office where appropriate.

1.B Discreet

Management of appointments, from the announcement to final elections and ratification, should follow a process that does not discourage potential candidates.

While there will always be the possibility of disappointing candidates, it is crucial that the process does not generate a situation where such candidates are disinclined to offer their support due to issues that might arise through the nominations and election process.

1.C Prudent

The process itself should be operated with a mind to the prudent management of resources, both in terms of the resources required in managing the process and in the manner in which the final outcome secures the efficient delivery of the IHBC's corporate and charitable objectives.

These principles of appointment should be applied to any formal roles where there is or may be competition between volunteers.

2. Process: Outline procedures for appointments

a. Council agrees the terms of reference for the posts (Job description & person specification), ensuring that they align BOTH with the structures of governance AND the relevant objectives of the IHBC identified in the Corporate Plan, as well as and any supporting Business Plans.

b. Calls for nominations are advertised (*via* NewsBlog, Membership eletter *etc*), with terms of reference noted above included.

c. Council appoints a 'nominations committee', consisting of 3 trustees and/or senior officers, who are delegated responsibility to advise council on nominations. Council retains responsibility for endorsing recommendations or appointments.

d. The nominations committee makes preliminary approaches to prospective candidates (by phone *etc*), outlining general duties

e. Nominees are formally identified

f. Nominees are interviewed (as required)

g. Recommendations are made to council

h. Council deliberates, endorsing recommendations and/or making further recommendations to AGM (for nationally elected posts) or in the case of council appointments, votes, all as appropriate

3. Time-line

Council should receive and make recommendations on nominations to the AGM at the council meeting preceding the publication of the AGM papers (March/April). Council should receive recommendations on council appointments (President) at the council meeting before the September Council meeting (May/June), when that appointment is made.

Terms approved by IHBC Council on 22 October 2011