

## **FRIENDS OF PENLEE HOUSE MUSEUM AND GALLERY**

### **APPOINTMENT OF COMMITTEE MEMBERS AND TRUSTEES**

- Opportunities to join the Committee or become a Trustee will be advertised on the website and by any other appropriate means.
- Those interested will be given the opportunity of an informal talk with the Chair before submitting an expression of interest.
- Prospective Committee members / Trustees will be asked to provide a short biography, and draw attention to interests, experience and skills which are relevant to the role. These will be kept on file by the Secretary.
- A prospective Chair, Secretary or Treasurer will also be asked to provide two referees and the Secretary of the Friends will be responsible for seeking references. References will be retained until the recruitment process is completed and then shredded. The references will be made available to members of the interview panel only.
- Prospective Trustees will also be asked to complete the NCVO trustee skills audit, which will be used in the selection process to enable known skills gaps to be filled.
- Prospective Committee members / Trustees will be informally interviewed by at least two Committee members, at least one of whom will be a Trustee (normally the Chair). The interview panel will satisfy themselves of the suitability of the interviewee and the contribution they can make to the work of the Friends. The panel will make recommendations to the Committee, who will be asked to ratify the decision of the interview panel.
- The Secretary will email those people interviewed for Committee or Trustee positions as soon as possible after the interview has taken place. Any notes taken by the interview panel, will be disposed of after the interviews have taken place.
- Prospective Committee members (including those who may become Trustees) will then be recommended to the Annual General Meeting for election. The Committee is also able to coopt non-voting members mid-year.

*Approved by the Committee: 20 March 2023*