

1. Introduction

- 1.1 Recruiting the right people to hold Trustee Official positions is vital to ensure the College of Paramedics delivers the best representation and benefit for its members. Recruitment may be required due to end of tenure, retirement or new positions being introduced as a result of organisational growth.
- 1.2 This policy outlines the key principles of recruitment for College of Paramedics Trustee Officials and is based on best practice from public and private sectors within the United Kingdom.

2. Definition

- 2.1 The College of Paramedics defines recruitment of Trustee Officials as:

“The acquiring of an appropriately experienced person for the College of Paramedics Board of Trustees, for a specific position within that Board. This would be to the mutual benefit of the candidate and the College.”

3. Procedure

3.1 Advertising

- A position description and person specification will be drafted by the College of Paramedics Trustee Officials Committee and agreed by the College of Paramedics Board of Trustees before an advert is placed
- The advert will be published on the College of Paramedics website for a period of three weeks to gain candidates from the College membership. Applications from existing Trustees will be welcomed
- Failure to be able to shortlist a suitable candidate from within the College of Paramedics membership may result in the advert being published externally (with reference to Article 50 of the Articles of Association). This may require the use of a recruitment agency
- Adverts will give an informal contact within the College of Paramedics through which interested parties can gain further information on the position
- Application will be by Curriculum Vitae and supporting letter and two references (taken up following interview but prior to a formal offer being made).

3.2 Selection

- All advertisements will have a closing date and time for applications to be received by the College of Paramedics. Applications may be electronic or paper submissions. Late applications will not usually be accepted unless there are exceptional circumstances which can be evidenced, and which will be determined by the Chief Executive.
- Short listing will be undertaken by at least three appointed representatives of the College (a combination of Trustee Official, Representative Trustee and senior employee of the College) plus relevant others
- Interviews will be held in a format deemed to be best suited to the post. This may be by face-to-face, video conferencing or telephone conference. The interview panel will consist of at least three appointed

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representatives of the College (a combination of Trustee Official, Representative Trustee and senior employee of the College) plus relevant others

- The shortlisting and interview panels will have at least two members in common.
- Interview questions will be agreed prior to the interview being held and all interviewees will be asked the same questions. The person writing the questions will supply specimen answers and scoring template. Any panel member may ask supplemental questions
- All formal offers of the position will be made in writing following a verbal offer by the Chair of the recruitment panel.

3.2.1 The successful candidate, if not a member of the College of Paramedics already, will need to be willing to join as a member as a condition of appointment and prior to being formally appointed.

3.2.2 Formal appointment will be followed by a ratification process:

- Information about the candidate agreed by the interview team will be provided to the Board of Trustees, which will include application documents and interview notes from the interview team
- The candidate will then be co-opted into the position of Trustee on the Board of Trustees via a process of invitation from existing members. This can be done via email
- Ratification will take place at the Board of Trustees meeting preceding the AGM and announced at the AGM and the recruit's tenure will start then
- The process of ratification will be to acquire a proposer, a seconder and gain a majority in a show of hands from the members of the Board of Trustees (the proposer and seconder may have been on the interview panel).

3.2.3 Feedback will be provided by the Chair of the interview panel to candidates who were unsuccessful at interview.

4. Equality

4.1 The College of Paramedics is committed to equal opportunities and encourages applications from all sections of the community regardless of gender, race, religion, sexual orientation or disability.

End of document

Policy first approved by the Board of Trustees, via meeting, 7th March 2016

First reviewed, via Trustee Approval email process, in July 2018

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