

Recruiting for an NCMD Trustee

When a vacancy arises for a position as an NCMD Trustee, the following process will be followed.

- Trustees will be recruited from within our current NCMD membership. In the first instance, members with a professional background will be invited to apply.
- An advertisement will be created, and the role and responsibilities will be outlined within the advert.
- The advertisement will be sent to all NCMD members by email, anyone that doesn't have an email account will be unsuitable for a Trustee role, as much of what they will be doing will be online.
- A closing date will be agreed and must be adhered to, ideally it will be one month from the date the email is sent.
- We will request a covering letter and C.V. to outline their experience and why they feel they would be a suitable candidate for the role.
- The Policy Committee will review and discuss all applications and a short list of suitable candidates will be agreed by the majority of the Policy Committee members.
- The General Secretary will then invite each of the suitable candidates to attend an individual zoom meeting with the Policy Committee, convened specifically for that purpose.
- Prior to the meeting, the Policy Committee will agree a list of questions to be asked during the meeting and each candidate will be asked the same questions by a committee member, agreed on in advance of the meeting.
- At the opening of the meeting, the applicant will be invited to put forward why they feel they are suitable for the role.
- At the end of the questioning, the Policy Committee members will be invited to ask questions for clarification on specific points.

- Following the conclusion of the interviews, the Policy Committee will have a zoom meeting to discuss the individual candidates and a vote will be held to decide on the winning candidate.
- In the event of a tie, the candidates in question will be invited to a second zoom meeting, specifically convened for that purpose and further, pre-agreed questions will be asked.
- A vote will then be held to agree on the most suitable candidate(s) and the General Secretary will confirm their acceptance by email.
- The GS will also write to thank the other candidates and inform them that they were unsuccessful on this occasion. They will, however, be invited to leave their details on file and they will be invited to re-apply should any further vacancies become available.
- In the event of there only being one candidate, we will assess their suitability for the role by following the process outlined above and if the Policy Committee decide that they are suitable, they will be invited to join the Board of Trustees. If they aren't deemed as suitable, we will go back to the membership and invite new applications.