

Capricorn Citizen Advocacy

MANAGEMENT COMMITTEE RECRUITMENT POLICY

Policy number:	1.1.3	Approved by Management Committee:	27 th March 2024
Version:	4.0	Signed off by Executive:	27 th March 2024
Responsible person:	President	Scheduled Review Date:	27 th March 2027

Purpose

This policy explains how new members of the Management Committee for Capricorn Citizen Advocacy are to be carefully recruited.

Policy

Eligibility for Membership of Management Committee

- Capricorn Citizen Advocacy is mindful of the need to attract suitable, committed members of the community to take an active role in the organisation as members of the Management Committee.
- Recruitment of new members of the Management Committee is seen as an on-going responsibility of all members of the current Management Committee, but shall also be a role that ordinary members of the organisation can participate in.
- As per the program's constitution, all financial members of the organisation are eligible to nominate for election to the Management Committee at any AGM.
- As well, the Management Committee has the power at any time to appoint any member of the association to fill any casual vacancy on the Management Committee until the next AGM.
- The Management Committee has responsibility for the continuity of the program. Therefore, the following process has been developed to address the need for renewal of the Management Committee.

Selection of Management Committee Members

In the first quarter of each calendar year, the Management Committee should reflect on its composition and its likely continuity at the next Annual General Meeting.

1. The ideal composition for the Capricorn Citizen Advocacy Management Committee should be identified using:
 - Citizen Advocacy Program Evaluation tool (CAPE)
 - Capricorn Citizen Advocacy's Constitution
 - Input from existing Management Committee members

2. The existing Management Committee members will be encouraged to provide names of people known to them, who have skills, interests, values and ideals that are consistent with the organisation's vision, mission and principles.

3. The Management Committee is to agree who should be approached and by whom. Staff may only approach such persons with approval from the Management Committee. The following broad approach should be used:-
 - Contact to make a time to talk with the person.
 - Discuss the concept of Citizen Advocacy (provide brochure and booklet).
 - Establish if the person is interested in further involvement.
 - Discuss the roles, responsibilities and expectations of a Management Committee of a Citizen Advocacy program (provide with "Position Description" developed for Capricorn Citizen Advocacy Inc.).
 - Ask the person to complete CCA's online Membership Application form and pay the annual membership fee online, as per the instructions at the bottom of that form.
 - The "approacher" should report back to the next Management Committee meeting, giving their opinion as to whether the person approached is interested and would make a good Management Committee member. The opinion provided to the Management Committee should be respected, however this is not to the exclusion of receiving opinions from other Management Committee members.
 - The membership application should be processed by the existing Management Committee at the next Management Committee meeting, or by "flying minute" if circumstances dictate.
 - If agreed, the new member is to be invited to attend at least two Management Committee meetings (between AGMs) prior to accepting an appointment to a casual vacancy or deciding to nominate at an AGM.
 - After the AGM, an orientation session will be conducted for those persons newly elected to the Management Committee.

Related Documents

1. [Constitution of Capricorn Citizen Advocacy](#)
2. [Standards of Citizen Advocacy Program Evaluation \(CAPE\)](#)
3. [Human Services Quality Standards](#)
4. [Guide to Protégés Booklet](#)

References

Not Applicable

Ratification

This policy was adopted by Capricorn Citizen Advocacy's Management Committee at its meeting held on 27 / 03 / 2024.



SIGNED:
President

27 / 03 / 2024
(Date)



SIGNED:
Secretary

27 / 03 / 2024
(Date)