

Recruitment, induction etc of new members of the Library Management Committee of Barrow Community Managed Library

1.0 Background

- 1.1 From time to time the Library Management Committee has people wishing to resign and so vacancies are created for other people to join.
- 1.2 Occasionally a specific set of skills are required that the current members of the committee do not possess and a new committee member is required.

2.0 Recruitment

- 2.1 In either of the above situations, the committee will need to recruit new members and should agree what its recruitment approach will be.
- 2.2 Recruitment will generally be from all sections of the community and will be in line with the Library's Equal Opportunities Policy. Positive action in recruitment may be used where appropriate.
- 2.3 When one or more candidates have been identified, they should be asked to complete a skills audit. This should demonstrate clearly the skills that the prospective committee member would bring, which would be relevant to the work of the committee.
- 2.4 If the departing committee member has left a specific skills gap that the committee requires to be filled, then the audit should explicitly address this gap.
- 2.5 A prospective candidate should also be asked to attend a monthly management committee, as an observer. This is so that the prospective committee member can meet the existing members, view the committee in action, and if necessary, discuss the role in question.

3.0 Appointment

- 3.1 The committee then considers the application and informs the applicant whether or not they have been successful.
- 3.2 Where multiple applicants are being considered for the same role, the best fit of skills to the role on offer will be used to decide the successful applicant.
- 3.3 The chair of the committee (or whichever committee member led the recruitment process) will contact the successful applicant to offer the role.
- 3.4 The outcome is recorded as an item in the minutes to the next committee meeting.

4.0 Induction

4.1 Once appointed, a new committee member will require an induction. This will comprise the following:

- A log-in to the website so they can access relevant library documentation
- A requirement to read 'Introduction to the library' on the website, if they have not yet been given a copy of this (available on the website)
- A requirement to read at least the most recent set of committee papers and minutes (available on the website)
- A requirement to read all library policies (available on the website)
- A discussion or exchange with the chair of the committee as to whether they would feel the benefit of a mentor for the first few meetings.

Approved by LMC September 2024

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