

Committee recruitment guide for providers

Early Years and Childcare Service

Attracting and Keeping Committee Members

Most voluntary management committees struggle at times to recruit new members. Different approaches and ideas work for each organisation, and it is always worth reviewing your recruiting procedures and trying new ideas.

Always remember that committees include parents and community members who are therefore highly motivated to ensure your organisation succeeds. Being part of a committee can be satisfying and rewarding as well as equipping individuals with new skills and experience.

To keep committee members, you should

- Keep **all** existing members informed of all matters (positive and negative)
- Recognise the good work, skills and support those members contribute
- Ensure committee roles and responsibilities are clear from the outset
- Ensure expectations are comprehensive, realistic, and achievable
- Offer expenses for travel, phone calls, stationery, etc
- Offer training to fulfil committee roles
- Hold fun and social events to strengthen team (committee and staff)

Attracting new members

Do not leave attracting new members until a month before your AGM. Keeping a high profile of the committee is an ongoing task which should be applied at every opportunity. Existing customers and word of mouth are your greatest assets – use them!

Keep members/parents informed of all you are doing through committee newsletters. Include what you do and how the children, setting and community benefit from what you are doing. Say when you need help and how they can support you.

Be enthusiastic when talking to potential new members. Let them know what you have personally gained from being a committee member. Highlight the **benefits** of becoming a committee member:

- It's your chance to make a positive contribution to your child's first steps towards education
- You can practically and actively get involved in your child's development
- You will get to know the setting, routine and staff members really well
- You can enhance the quality of the setting
- You will meet other parents and have opportunities to socialise and make friends
- There is an opportunity to use and update existing skills and learn new ones
- These skills and training can be used to underpin your future career path

Raise the profile of your group with marketing techniques. Below are some suggestions:

- Leaflets or flyers
- Information in other people's brochures e.g., school, children's centre

- Pre-school prospectus
- Pupil post via schools or parent groups
- Hold sessions which children and parents can attend
- Open evenings for parents to meet the staff (Try at the end of a session to see parents as they collect)
- Balloons, badges and stickers
- Special events
- Website- containing your logo and a section on the charity and management committee

Attract and advertise beyond the organisation's members (i.e. elect affiliate committee members)

You can go to

- Statutory agencies – members who work in public service
- Commerce and Industry - many organisations have policies on staff involvement in the community – some actively encourage staff to undertake voluntary work
- Colleges and places of further and higher education – good establishments for advertising plus joining a voluntary committee may be part of a Prince's Trust programme or a social care course
- Other local organisations/groups such as the Women's Institute, University of the Third Age, church, school (governors), over 50's club, parish council etc

Reasons an individual cannot become a trustee/committee member

You cannot become a Trustee if you are:

- Under 18 years of age (unless the Charity is a registered company).
- Disqualified under section 72 of the Charities Act 1993 because for example, you are an undischarged bankrupt or have an unspent conviction for an offence of dishonesty or deception.

Further information can be found on the [Charities Commission website](#)