



Llangollen International Musical Eisteddfod Board of Trustees Recruitment Guidelines

The Board of Trustees has committed to introducing a system of open recruitment for Trustee vacancies in order to extend and diversify the skills base of the Board. This document sets out the recruitment guidelines that are to be followed when Trustee vacancies arise.

1. Prior to the recruitment of new Trustees, the Nominations Committee will identify any weakness in the Board's make-up in order to extend and diversify the skills base of the Board of Trustees. The Committee will then report to the Board with its findings and proposed role and person specifications for Trustee vacancies which will be approved by the Board.
2. The role and person specifications created for the Trustee vacancies which specify the key tasks associated with the role and the skills required to complete the role to the appropriate standard.
3. A recruitment campaign will be undertaken that will ensure that the vacancies are advertised both internally with Eisteddfod volunteers and externally with organisations that promote volunteer Trustee vacancies.
4. All applicants will be required to supply a covering letter and CV demonstrating that they have the skills and experience to undertake the role.
5. Applicants will also be asked to supply biographical information for circulation to company members if their application goes forward to the final approval stage.
6. Applications for all Board positions will be assessed by the Nominations Committee. The committee will comprise the Chairperson, Vice Chairperson, and another Board member appointed by the Board at the start of the recruitment campaign. The EP / CEO (or the most senior member of staff) will also be a member of the Nominations Committee acting in an advisory capacity only.
7. Applications will be assessed and scored by the Nominations Committee using agreed criteria which will include:
 - experience of the arts in Wales and internationally, including knowledge of festivals
 - evidence of strategic skills to guide the organisation
 - evidence of managerial experience to hold the executive team to account
 - ability to support good governance and maintain accountability for financial decisions
 - enthusiasm to assist in driving the organisation forward
 - knowledge and experience of Llangollen Eisteddfod
 - evidence of specific skills identified as required at that time (as per point 1)
8. If considered appropriate the Nominations Committee will conduct interviews to assist in their choice of applicant.
9. The Nominations Committee will rank the applicants in relation to their suitability and will identify those that are to be recommended to the Board as preferred candidates.
10. The Nominations Committee will report to the Board with their recommendations for preferred candidates providing their reasons and supporting documentation for the Board's approval.
11. All applicants will be advised of the Board's decision and whether they have been selected as a preferred candidate. Those applicants that have not been successful in being shortlisted selected as the Board's preferred candidate will be able to withdraw their application or allow their name to go forward along with the Board's preferred candidates as an option to company members for election at the EGM.
12. Details of the candidates will be circulated to company members with the notification of the EGM.