

Introduction

This document provides an outline of the key steps and stages of the new Committee Member / Chair* Recruitment processes, focusing particularly on those which are actions applicants undertake. It also provides some key tips to help applicants. This document will not provide full detail about all the communications and promotional activities we will undertake to more widely promote the opportunity to get involved but it does give a brief overview of the key activities and "routes in." As an overview, neither will this document provide details of additional stages to the process which exist in a very limited number of sectors.

*NB: At the moment the new Chair Recruitment Policy/Process apply to National TC chairs only.

Process Outline

Hear about opportunities

There will be a number of ways in which candidates may hear about the opportunity to join a committee / become a Committee Chair including but not limited to:

- A "call for applications" for a Chair role via eCommittees
- The new BSI Committee Member / Chair recruitment web pages
- A post on LinkedIn
- From a current Committee Member / Chair
- From their employer / a colleague
- From a current nominating organization
- From a stakeholder organization seeking representatives
- From a Committee Manager
- Via direct e-mail from a BSI employee

Learn about the roles

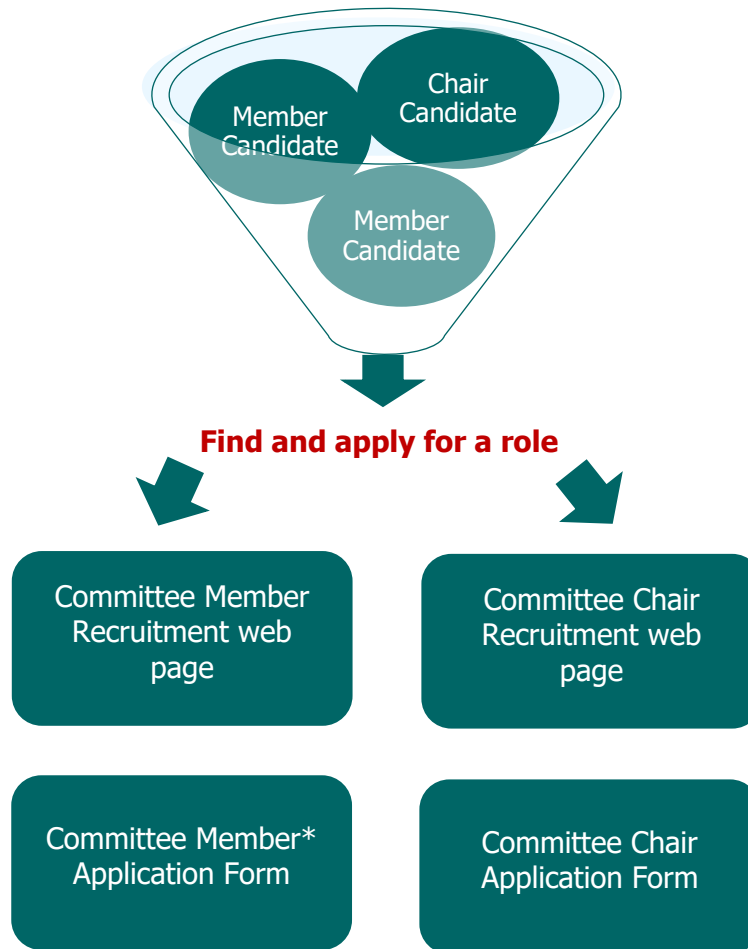
The best place to both learn about the role of a Committee Member or of a Committee Chair is via the BSI website through one or more of the following pages:



NB: Existing members will also have access to all of this information via other channels such as eCommittees.

Find / Apply for a role

Regardless of how an individual / organization hears about opportunities to join / chair a committee(s), they will then proceed through the same Committee Member or Committee Chair application process as outlined here below.



* titled "Standards-Maker Application"

For your information:

Committee Members

- Above link to the application form is to the live form online; alternative formats will be made available on request
- Applicants will be asked to upload a CV to the application form
- In principle, committees are always open to applications but we do need consider size and balance of representation
- Committees proactively seeking new members will be highlighted on the Committee Member recruitment webpage

Committee Chairs

- Above link to the application form is to the live form online; alternative formats will be made available on request
- Applicants will be asked to upload a CV to the application form
- Only those Chair roles listed on the Committee Chair recruitment page on the BSI website are open to applications
- Certain chair roles will be highlighted on the Committee Chair recruitment webpage

Selection / Confirmation Process



Completed Committee Member Application



- ❖ Completed application forms and CVs are sent to the Committee Manager(s) of the committee(s)¹ the applicant has asked to join
- ❖ The Committee Manager(s) *may* share the applicant's CV with the Chair and/or Members of the committee(s) for their views²
- ❖ BSI makes the final decision about membership
- ❖ The Committee Manager(s) tell the applicant the outcome

1. if applying to more than one committee there may be different Committee Managers
2. Committee Managers are standards experts and not necessarily technical/subject matter experts; Committee Chair / Member views help assessing the relevance of the applicant's knowledge / experience
3. Applicants will be notified at each stage as to whether their application is being progressed
4. For a limited number of cases, this stage will also include a strategic committee which reports to SPSC, in addition to the committee the candidate is applying to Chair



Completed Committee Chair Application



- ❖ Completed application forms and CVs are sent to the Committee Manager of the committee the applicant has applied to Chair
- ❖ The Committee Manager reviews applications and selects candidates for interview³
- ❖ Selected candidates are interviewed
- ❖ The successful candidate's CV *may* be sent to the committee to ask if they have any objections⁴
- ❖ The Committee Manager sends the successful candidate's application and CV to the Chair Selection Panel
- ❖ The Chair Selection Panel reviews all candidates to decide the recommendation to SPSC
- ❖ All recommended candidates are sent for SPSC's review and decision
- ❖ BSI confirms the outcome to candidates

For further information please see:

- BSI Policy – Committee Recruitment
- Recruitment Policy Myths-FAQs
- BS 0 A Standard for standards – Principles of standardization