



1. PURPOSE

The British Academy of Audiology (BAA) is the largest association of Audiologists in the UK and has several sub-committees, each with a named board director responsible. This policy details how vacancies on committee's should be advertised and how those roles are fulfilled.

The BAA is run by a volunteer Board of Directors and supported by various committees, as designated by the current board. These committees may change over time, subject to the anticipated need of the organisation.

Each committee has a Board Lead who has a specific Job Description for that role. The committee also has Terms of Reference which specifies the remit of the committee. The ToR will detail how many members serve on that committee. This number can be increased or decreased as required to support the workstreams of the committee, but any significant change should be agreed by Board.

Where possible, the BAA committees should reflect the diverse nature of the profession and therefore committees should ideally contain representation from across the home nations and from a wide range of diverse backgrounds.

Ideally, committee members should have term limits, serving no more than two three-year terms. Any variation to this must be agreed with Board.

2. RECRUITMENT

When a vacancy becomes available, or a new committee is formed, the Board Director will ask the Marketing and Communications Manager or Administrator to place an advert on both the website and in the next Horizon email newsletter. This will also be shared across BAA social media channels. The advert will set out:

- What our organisation does and the difference the volunteer will make.
- The nature of the committees' work and how often they meet.
- What the volunteer will get from their involvement.
- If we will pay expenses and for what.
- Who can they ask questions about the role?
- How else they can find out more.
- Advert wording will reflect our EDIA commitments.

Interested members will be asked to contact the admin email address, whereby a more detailed form should be sent to them, specific to the committee (See appendix A for an example). The advert should remain for 3 weeks. Non-members may at this point apply, on the express proviso that if they are successful, they must join the BAA.

3. SELECTION

- Applicants must demonstrate an interest in the remit of the committee and working towards its objectives and work schedule. Applicants should demonstrate commitment to attending meetings (usually quarterly for committees, but with additional meetings and work as required for specific workstreams and projects).
- Applications will be checked against the terms of reference for the specific committee, and any specified attributes for its committee members. If the applicant meets these requirements, and there is a vacancy (or there are the same number of applicants as vacancies), the member can be offered a place on the committee.
- Care must be taken not to exclude applicants on the grounds of any protected characteristics, including disability or age. If a specific level of competence or knowledge is required, care should be taken that this does not discriminate indirectly against younger applicants.
- Where there are more applications than vacancies, the applications will be checked to ensure they meet the requirements for the specific committee as described in the terms of reference for that committee, and the committee will decide which applicants are selected by a vote.
- Prior to the vote, all committee members must familiarise themselves with the principles of unconscious bias, using appropriate training materials, (currently in development by the EDIA committee).
- A vote should then take place in accordance with the committee's terms of reference; this may be done at a meeting or via email / other electronic means such as doodle poll or Survey Monkey.
- If a committee is un-diverse or they feel they require support, it may be appropriate to ask for the EDIA committee to oversee the voting process.
- Existing committee members should note that committee membership should reflect the diverse nature of BAA membership and represent all the UK home nations where possible. If a group is under-represented within BAA, it may be appropriate to take 'positive action'; (i.e. if 2 applicants appear equally able for the role, the committee may agree it would be beneficial to select the applicant from a group that is under-represented, but it must be provable that they are at least equally able to meet the committee's specifications). BAA is committed to ensuring its committees are representative and diverse.

4. APPOINTMENT

Following the election, the successful member should be invited to the group by the BAA Board Director. The Board Director should also inform the other candidates that unfortunately they have not been successful on this occasion. New committee members will be asked to complete the BAA Conflict of Interest form and adhere to the BAA Code of Conduct.

We recognise the diversity present in our profession's workforce and would like to encourage applicants from all backgrounds to better reflect this diversity.