Process for filling a vacancy by the Appointments Committee

Step 1

 Vacancy identified by a representative of the relevant body or the Secretary to the Appointments Committee.

Step 2

• Role description drawn up by the relevant body and sent to the Secretary.

Step 3

- All Synod members emailed with with the role description and link to the form seeking expressions of interest.
- Role description (and link to the form) also posted on the Appointments Committee page of the website.
- This information also sent to the relevant body with a vacancy to fill (to enable external
 applications if appropriate). NB all bodies should also ensure any Synod members they
 wish to nominate (as opposed to those nominating themselves) complete the same form.

Step 4

Vacancy added to next appropriate agenda of the Appointments Committee meeting

Step 5

- Expressions of interest forms collated into a document by the Appt Cttee Secretary and sent to the secretary or other representative of the relevant body. (This document including role description also to be sent as a paper to the Appointments Committee for their meeting).
- Representative of relevant body with a vacancy prepares a paper for the Appointments
 Committee meeting which includes their preferance(s) for filling the vacancy from amonst
 those who've submitted an expression of interest.

Step 6

- The Appointments Committee consider the candidates at their next meeting (to which a representative of the relevant body is invited) at which the Committee may also suggest additional candidates if appropriate.
- A decision is made.

Step 7

•The Secretary contacts successful candidates and invites them to join the relevant body.

Step 8

- If candidates need to be approved at a meeting of General Synod then this is added to the next agenda.
- Once candidates have accepted their roles, the list of recent appointments is updated on the website.