



## **MERRIOTT VILLAGE HALL RECRUITMENT POLICY**

Registered charity number 1209414

Reviewed 28<sup>th</sup> February 2025

Review frequency: Every two years

### **OBJECTIVE**

**The Merriott Village Hall is administered and governed by a team of volunteer trustees and supported by 2 staff (Caretaker and Bookings Clerk). In order to function properly, there needs to be a central core of trustees and whenever possible these trustees should be enhanced by new personnel who can bring new skills and capabilities to the table.**

**The trustees will therefore seek to:**

- Actively promote the village hall, its clear benefit to the local community and to encourage new staff to join the team
- Identify new personnel to address current shortfalls in trustee skills and capabilities.
- Actively head hunt personnel to fill gaps in the trustee makeup created by resignation / retirement of current members.
- Aim to achieve a balance of trustees and staff that most accurately reflects the makeup of the village.
- Always aim to encourage younger members of the community to get involved as trustees of this village asset.
- Identify suitable replacement staff should the Caretaker and / or Bookings Clerk stand down from their current roles.
- Recruit staff who have adequate 'spare' capability within their lifestyles to allow them to commit to the efforts required by the board of Trustees. The aim is to achieve a suitable level of longevity and continuity within the team.