

# Procedures for Selection of New Board Members

## Introduction

Given the agreed timeline for some existing Members standing down from the Board, it has been agreed to recruit up-to two new USF Board Members (also known as ‘Trustees’). The plan is for at least one of these Members to be appointed from Spring 2020, ready to attend the USF Board Meeting in May 2020, and for one further Member to be available for stand-by start until January 2020. Please do appreciate that, for one successful applicant in the current round, there will hence be a hiatus of up-to 24 months before commencing work for the Board; but, in the interests of continuity planning, the decision has indeed been taken by the Board to ‘appoint early’.

## Selection Procedure

- All appointments will be made on an open competition basis;
- An invitation for applications for appointment as Members on the USF Board will be advertised globally using relevant websites, forums, networks, contacts, etc.;
- Existing Members will also be empowered to approach individuals directly who they think might be interested and suitable for the role of USF Board Member;
- All individuals wishing to apply for the role should formally do so through presentation of their CV together with a brief statement outlining why they wish to be a Member and what experience/achievements they bring (and candidates presenting these materials are deemed as giving permission for them to be circulated to existing Board Members);
- Applications will be considered by a sub-committee of USF, led by the USF Chair, and a shortlist compiled using agreed criteria (see below);
- Selection of future Members from the shortlist will be decided by all existing Board Members. Using a secret ballot paper that lists potential Members, existing Members will indicate their ranked preferences for the candidates (according to a precise methodology to be agreed by the sub-committee). Where a Member does not indicate a ranking against a candidate, it will be assumed that (s)he considers the candidate unappointable;
- The ‘top’ ranked two candidates – to the number of new Members required from the ballot – will be deemed elected to the Board subject to collective approval at the forthcoming USF Board Meeting in December 2019, and a formal offer to that effect will be conveyed to these candidates.
- A ranked reserve list of candidates will be created, and will receive invitations to join the Board in the event of ‘successful’ candidates declining the offer to join.

## Criteria for Guiding the Short-listing and Voting Process

In determining both candidate short-listing and the procedure for subsequent Board voting, the principal criteria overseeing recruitment and selection of Board Members will be as follows:

- To ensure that the Board will be in the strongest possible position to meet USF objectives;
- To ensure that subsequent to the recruitment process, USF Board Members collectively represent the diversity of urban research and the global reach of the organisation's activities and objectives;
- To ensure that the Board Membership secured is respectful of gender (and other dimensions of human) diversity; and that, mindful of the existing gender imbalance of the Board, a 'positive action' approach (as per specifications in the UK Equality Act 2010) will be shown towards female candidates regarded as of equal merit to male candidates.