

Advertisement for a new Management Committee member.

Try to get a balance - being as brief as possible but giving all the relevant information. Most importantly, give a named contact and a telephone number (or email if necessary). Below is an example of the minimum amount of information you should give.

The diagram illustrates an example advertisement for new Management Committee members, with callout boxes providing guidance on key elements:

- Give some relevant information about your organisation – activities or aims or history etc** (points to the first paragraph of the ad)
- It can be helpful to recruit in twos – there is less pressure to find the perfect person and they will give each other support.** (points to the second paragraph of the ad)
- Be clear about the commitment you are expecting from them.** (points to the third paragraph of the ad)
- Logo here** (points to the top right corner of the ad box)
- If you can, give information about the meeting times etc** (points to the fourth paragraph of the ad)
- State what experience, skills, knowledge or qualities you are expecting from the new committee members. If you state that no experience is necessary then it may be helpful to say that training or a full induction will be given.** (points to the fifth paragraph of the ad)
- Always give a named contact person and ideally a telephone number. If you give an email address only be sure to check often and respond promptly.** (points to the contact information at the bottom of the ad)

New Management Committee Members Wanted for

MyOrganisationName

We are a new organisation supporting grandparents who are caring for children in the Smallville area.

We are looking for 2 or 3 enthusiastic volunteers to join our committee and help guide the new organisation. We meet monthly on Wednesday evenings in a fully accessible room near the town hall.

Ideally you will have some experience of the field we work in, or voluntary sector experience, or other relevant experience. Ideally you will be able to commit to spending 5 hours a month for at least 2 years.

If you would like to apply or would like to find out more please contact Jan Bloggs at 123456789 or jbloggs@emailaddress