

**Region 9
Candidate selection protocol
V1.0**

A request comes in for candidates for an event, meeting, sub-group or committee

Request for attendees is defined

Communication sent to chair/sec

All requests should go to chair and secretary in a timely fashion

Chair checks skills/interests matrix & availability chart

The chair checks the skills and interests matrix to define potential candidates, then looks at the availability of the candidates and which groups they have already attended

Candidates available

Having done the above, the chair is able to consider the ability of the region to provide candidates for the event/committee etc

Correct number available

Amount available

Communicate with candidates and resolve

Resolved

Draw from hat?

Contact candidates and check availability

Add available names to availability chart

Add to online calendar

Respond to Group chair

Advise group chair of candidate and specific back-up name/s

Competent backup available

The goal is to provide the candidates required, if there are too few, then once confirmed the chair submits the name/names. If too many then the chair will try and resolve the issue. If there are too many candidates and one or more loses out, then the region will confirm that they have a back-up candidate should anyone drop out

Chair/secretary or SG admin add the candidate names to the availability chart in case of other requests.

If there is an online calendar, the event and/or the candidates are added to provide a top level view of the regions commitments

Secretary responds to chair of group or event organiser with candidate details, or is copied in by chair

