

Minutes of Humanitarian Centre Trustee Meeting 3rd January 2011, 14.00-15.30 at Hughes Hall, Cambridge

Present: Steve Jones - SJ (Chair), Ian Steed – IS (Director), Richard Carter - RC (Trustee), Peter Last – PL (Treasurer), Amy Mokady - AM (Trustee), Sarah Squire - SS (Trustee), Alison Walsham (Senior Treasurer)

Agenda:

1. Apologies for absence

Apologies for absence were received from Dominic Vergine.

2. Recruitment of Humanitarian Centre Director

Trustees agreed to assume that IS would eventually receive a formal job offer from IFRC, and proceed with the recruitment process for the Director role. They agreed the following timeline:

By 4/1	Revision of Job Description in line with comments at the Trustees' Meeting	Ian
By 5/1	Draft brief advertisement and circulate to Trustees plus Alison for comment.	Ian
On 10/1	Post advertisement on 5-7 jobs websites (e.g., Charity Jobs, UofC Careers Service, BOND, Development Jobs, Relief Net) requesting candidates to submit a one page covering letter, explaining why they are interested in the job, and a 2 page CV. The advt should state that interviews will take place in Cambridge on 7 th February and short-listed candidates should be invited to the Annual Lecture at 1900.	Ian
	Chair of Trustees to write to all members (a) informing them that Ian is leaving and that we are recruiting his successor and (b) asking them to let any potential candidates know	Steve
27/1	Deadline for applications	
28/1	Meeting to short-list 4-6 candidates for interview	Steve, Peter, Richard, Amy, Alison, Ian
7/2	Interviews to be held at the Humanitarian Centre and Hughes Hall, and to include interviews on: 1) Motivation and vision 2) Skills and competencies 3) A written exercise 4) Buffet lunch at Hughes Hall with Humanitarian Centre	Steve, Peter, Richard, Alison (Emma or Becky for admin.)

	members		
	1900	Annual Lecture	All Trustees + Staff
11/2	Board of Trustees Meeting (1400) to finalise selection of new Director. Chair informs successful candidate by phone.		Trustees, Ian

Trustees further agreed the following principles for the recruitment:

- Application should be to the existing recruitment email address
- Applicants should be welcome to discuss the role informally with IS, but this will not be advertised.

3. Annual theme 2010 – 11

- Trustees confirmed that the annual theme for 2010 – 11 should be related to health and international development.

4. Humanitarian Centre accounts

- Trustees approved the accounts for the financial year 2009 - 10

5. Any Other Business

- No further business was raised