



**VACANCIES**

June			July				August					September			TASKS/EVENTS
w/c 15 Jun	w/c 22 Jun	w/c 29 Jun	w/c 6 Jul	w/c 13 Jul	w/c 20 Jul	w/c 27 Jul	w/c 3 Aug	w/c 10 Aug	w/c 17 Aug	w/c 24 Aug	w/c31 Aug	w/c 7 Sept	w/c 17Sept	w/c 21 Sept	
															Meeting with CEX - requirements
															<b>Tenant Board Member Vacancies</b>
															PR Exercise - meeting with marketing to develop Ad, leaflets and poster
															Meeting with CEX & Chair to discuss proposals
															Commence the consultation process
															Arrange an open Day to meet prospective candidates
															Obtain quotes for the election process
															Appoint Election Managing Agents
															Adverts in publications, public reception areas and internet
															closing date for expressions of interest
															Manage the Expressions of Interest
															Prepare Candidates statements
															Prepare Ballot Paper information
															Postal ballot
															Receive Notice of Ballot Results
															Notify candidates
															Announce the result at the TLC
															Invite successful Candidate to an Induction with Company Secretary
															<b>Independent Board Member Vacancies</b>
															PR Exercise - meeting with marketing to develop Ad, leaflets and poster
															Meeting with CEX, Chair and Panel to discuss proposals
															Advertising campaign
															Prepare application pack
															Arrange an open Day to meet prospective candidates
															Manage the Expressions of Interest and issue application pack
															Application Closing Date
															Advise Panel
															Book venue for Panel Meeting
															Shortlisting by CEX, Coy Sec & Panel
															Invite Candidates to Panel
															Prepare interview questions and scoring sheets
															Selection Panel Meeting
															Notify Candidates
															Prepare report for Board
															Invite successful Candidate to an Induction with Company Secretary
															<b>Appointments made - AGM</b>