



ARTP

Association for
Respiratory Technology
& Physiology

Document Title:	ARTP Committee Member Recruitment, Appointment, Removal and Onboarding Procedure
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Contents

1. Introduction	2
2. Committee Vacancies	2
3. Application Process	2
4. Application Review and Approval	2
5. Appointment and Onboarding	3
6. Probationary Period	3
7. Six-Month Review	3
8. Ongoing Membership	3
9. Removal of a Committee Member	4



Committee member recruitment, appointment and onboarding procedure

1. Introduction

This document outlines the process for recruiting, appointing, onboarding, reviewing and, where necessary, removing members of ARTP Committees. The procedure is intended to ensure consistency, transparency and effective governance across all ARTP committees. All ARTP committee members must be active members of ARTP.

Note: The appointment and onboarding of Committee Chairs is managed separately and is covered by each Committees Terms of Reference (TOR).

2. Committee Vacancies

When a vacancy arises on an ARTP Committee:

- The Committee Chair(s) will notify the ARTP Administration Team.
- Details of the vacancy will be sent to admin@artp.org.uk for inclusion in the monthly ARTP newsletter.
- The vacancy will be added to the online Committee Application Form.
- Applications are accepted only through the online application process. CVs submitted directly by email will not be considered.

3. Application Process

Individuals wishing to join an ARTP Committee must complete the online Committee Application Form available on the ARTP website.

The application form includes:

- Applicant details
- Committee of interest
- Relevant experience and skills
- Supporting information
- Upload of a recent photograph for the ARTP website listing
- An option to specify another committee if not listed

Completed applications are received by the ARTP Administration Team via the dedicated administration mailbox.

4. Application Review and Approval

Upon receipt the ARTP Administration Team will forward the application to the Committee Chairs. Committee Chairs will review the application against the committee's requirements and current membership needs. Chairs will notify the Administration Team of their decision.

Possible outcomes are:

Approved

The applicant proceeds to appointment and onboarding.



Unsuccessful

The applicant will be informed using the approved ARTP rejection email template.

5. Appointment and Onboarding

Following approval:

The ARTP Administration Team will send the approved appointment email template.

The following information will be provided:

- Confirmation of appointment
- Committee Terms of Reference (ToR)
- Link to the ARTP Declaration of Interests (DOI) process
- Any additional committee-specific information

Following acceptance:

- The member will be added to the committee group email distribution list.
- The member's details and photograph will be added to the ARTP website committee listing where applicable.
- Existing committee members will be informed of the new appointment via the committee email group.

6. Probationary Period

All newly appointed committee members will serve an initial probationary period of six months. The purpose of the probationary period is to:

- Ensure the member understands the role and responsibilities.
- Confirm engagement with committee activities.
- Assess whether the appointment is beneficial to both the committee and the member.

7. Six-Month Review

At the end of the six-month probationary period:

- The ARTP Administration Team will contact the Committee Chairs to seek confirmation that the member should continue in post.
- If the Chairs are satisfied with the member's contribution, the Administration Team will contact the member to confirm their willingness to continue.
- Once both parties agree, the member's probationary status will end and they will become a full committee member.

Probation Not Continued

If the Committee Chair determines that the member should not continue following probation:

The Administration Team will issue the approved probation outcome email.

The member's access to committee communications and listings will be removed as appropriate.

8. Ongoing Membership

Committee members are expected to:

- Support the objectives of ARTP and the committee.
- Adhere to the Committee Terms of Reference.
- Maintain an up-to-date Declaration of Interests.
- Participate actively in committee meetings and activities.



- Conduct themselves in accordance with ARTP values and policies.

9. Removal of a Committee Member

Where concerns arise regarding a committee member's conduct, attendance, performance or suitability:

1. The Committee Chair will complete the Committee Member Removal letter.
2. The completed letter will be sent to admin@artp.org.uk
3. The Administration Team will process the request and issue the approved removal letter on behalf of the Committee Chair.
4. Relevant committee records, email groups and website listings will be updated accordingly.

All removals should be managed fairly, consistently and in accordance with ARTP governance processes.

Appendices

Committee 6-month confirmation email template

Dear

It has now been 6 months since you first joined the ARTP Sleep Committee and we thank you for volunteering to add your expertise to the knowledge base already present within the group.

We would now like to invite you to join the ARTP Sleep Committee on a permanent basis and we have attached a formal letter of invitation along with the most recent committee terms of reference.

Please let us know if there is any further information you would like and whether to intend to accept your position on the ARTP Sleep committee.

Best Wishes

XX- ARTP Administrator
On behalf of the ARTP XX Committee

Committee rejection email template

TBC

Committee approved email template

Dear XX,

Thank you for expressing interest in joining the ARTP XX Committee. The Committee Chair XX, and Vice Chair XX, have now approved your application.

All new committee members start on a 6-month trial basis and following the trial period, you will then be contacted again regarding a permanent position on the committee and to see whether you are happy to remain.



We have added your name to the committee online listing which can be viewed here www.artp.org.uk/leadership/committees/

Contacting the Committee

We will now add your contact email address to the Committee email group, the address for which is XX@artp.org.uk should you need to contact the committee.

Contacting the Admin Team

If you have any sleep admin related questions, you can email sleepadmin@artp.org.uk. All other admin questions can be sent to admin@artp.org.uk

Complete the Declaration of Interest Form

Please complete the DOI form ASAP located at www.artp.org.uk/leadership/committees/doi/

Read the committee Terms of Reference

Please read the attached TOR for the Committee, which outlines the core responsibilities of members. This can also be found in the committee's area of the website, details below.

Accessing Committee Files

On the Members area of the ARTP website, you'll now see a button entitled '*Your Committee*'. This is where you'll find core committee documents along with forthcoming meetings.

Committee Meeting Attendance

The Committee typically hold meetings every 3 months. Meeting invitations will be forwarded to you once arranged and the dates saved in the committee's area of the website. Past meeting minutes can also be found in the committee's area of the website.

Please do not hesitate to contact us should you require any further information or help at this time, and thank you for your assistance and involvement with ARTP as a committee member.

Best Wishes

XX- ARTP Senior Administration Executive

On behalf of the ARTP XX Committee

Termination following probation period

TBC

Committee member removal letter

Dear [Committee Member's Name],

I hope this message finds you well.

As you are aware, membership on ARTP committees requires active participation and regular attendance at meetings to ensure that the group functions effectively and fulfils its responsibilities. When individuals agree to serve on a committee, they commit to contributing to its work and meeting the minimum attendance expectations.

Unfortunately, our records indicate that you have not met these requirements in recent months. We understand that circumstances can change, and other commitments or challenges may impact availability.



However, in order to maintain the effectiveness of the committee and ensure fair participation, we must hold all members to the agreed-upon standards.

As such, your position on the committee will be concluded effective [insert date]. Should your situation change in the future, we would be pleased to consider any renewed expression of interest in joining an ARTP committee at that time.

We thank you for your past involvement and wish you all the best in your current endeavours.

Kind Regards

[Your Full Name]

[Insert Committee Chair]



Document Approval Table

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