



ARTP

Association for
Respiratory Technology
& Physiology

Process for onboarding & removing ARTP Committee Members

1. Committee Vacancies are sent to admin@ to add into the monthly Newsletter and added to the Committee application form
2. We do not accept CVs via email, anyone wanting to apply to a committee must use the application form here <https://www.artp.org.uk/leadership/committees/apply.aspx> (there is a field for other if needed)
3. Completed online form comes into admin@ and are sent to both committee chairs for approval
4. Once approved, a template email (we have predrafted) is sent which confirms appointment - the TOR is attached and link to DOI. Photos are asked for at the time of application.
5. We then add them to the committee group email, website listing and announce to the committee there is a new member
6. The person is on probation for 6 months, and we then follow up after 6 months to ask the chairs if they are happy for this person to remain. If they agree, we then email the member to ask if they are happy to continue. This person is now a full member.
7. Anyone who is rejected, will also be sent a template rejection email.
8. Anyone who isn't kept on after probation, will be sent an email to advise.
9. Should a committee member need to be removed, a form (sent on previous email) is to be sent on behalf of the committee chairs. Template letter saved in website Board files.

Process for onboarding Chairs

process in development 06/03/2026

1. All Committee Chairs will be approved by Board
2. Intro piece for socials