



## The Classical Association: APPOINTMENT TO KEY ROLES

At the CA, we aim to support diversity and inclusion in all that we do to promote the development and well-being of classical studies. As part of our commitment to diversity and inclusive practice, we follow these guidelines in making appointments to key roles within our governance structure.<sup>1</sup>

We recognise the dedication and commitment shown by those who generously volunteer their time to serve in unremunerated roles. We believe that an open and transparent approach to appointments will enable us to build the widest possible range of expertise within the CA leadership, advance equality of opportunity, and promote gender and ethnic balance. We acknowledge the importance of facilitating the appointment of women and BAME Officers and Chairs of boards and committees, where candidates meet the requirements of the role or demonstrate potential to do so. We also acknowledge the importance of transparency and openness in our appointments process.

Whilst appointing the best person for the job remains paramount, we will aim over time to achieve and maintain diversity within our governance structures. Council will monitor our progress in meeting this aspiration.

We will invite each member of Council, boards and committees, and those seeking to become members, to complete a diversity monitoring questionnaire. We expect the CA Journals Board to apply the principles set out in these guidelines to Editor appointments and to invite Editors, and those seeking to become Editors, to complete the diversity monitoring questionnaire. We will include information on the aggregate composition of Council, boards, committees and the Editorship of our journals in our published annual report.

We will focus particularly in the next period on achieving overall gender balance on Council, boards and committees, and increasing representation of BAME individuals within these structures. We recognise the challenges faced by women in Classics, as reported in the Analysis of Findings of the Women's Classical Committee Survey published in 2016.<sup>2</sup> We acknowledge our responsibility to ensure that women and BAME individuals have an equal opportunity to take up roles within our governance structures.

As vacancies for seats on Council, boards and committees arise, Officers will make recommendations on whether it is appropriate to invite expressions of interest from named individuals with expertise or influence in the classical studies world, either before or instead of advertising. We will balance the need (on the one hand) to avoid advertising for its own sake, for example where individuals with relevant skills, knowledge and experience and who

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<sup>1</sup> These arrangements do not apply to appointment of paid staff, where recruitment and selection processes comply with current equalities legislation.

<sup>2</sup> <https://cucd.blogs.sas.ac.uk/files/2015/01/Analysis-of-Findings-The-WCC-Survey.pdf>

will also contribute positively to our gender or ethnic balance come forward of their own volition, with our aim (on the other) to attract candidates from the widest pool of talent.

Charity Commission research shows that traditional methods for recruiting trustees, namely recommendation and word of mouth, remain the most popular. Notwithstanding this, before any decision to appoint without advertising, either at entry level or for progression to more senior roles, we will satisfy ourselves that we are not simply appointing *in our own image*.

Where we advertise a vacancy, we will consider the most cost-effective way of bringing the vacancy to the attention of individuals who might be interested and hold relevant skills, knowledge and experience. This will usually be by inviting expressions of interest through our website, e-news and social media channels and within sector channels such as the Liverpool Classicists List or partner organisation networks.

Wherever possible we will avoid paying to advertise. We will usually do so only when other avenues have been exhausted.

Advertisements will include a description of the role and time commitment required, together with details of the skills and knowledge that candidates should bring to the role. Exceptionally, for example for specialist finance roles, we may decide to advertise more widely, and if necessary, pay to advertise, for individuals with an interest or background in classical studies who also hold non-classics related skills or qualifications. Where exceptionally we pay to advertise, we will use channels most likely to identify candidates whose appointment supports our aims in relation to gender and ethnic balance, such as the [Women on Boards](#) website or the ethnic minority online press.

Where vacancies for roles of Officer or committee Chair arise, we will offer existing members of Council, boards and committees an opportunity, by way of confidential conversation with the outgoing Chair, to express an interest in being appointed to these roles before they are offered more widely. This way we aim to recognise and develop existing talent within our leadership. We will routinely attach the succession plan for Council, boards and committees to their agendas for information, so that existing members can transparently see when vacancies will arise and consider whether and when they might progress to more senior roles, should they aspire to do so.

Where existing members of Council, boards or committees wish to progress into an Officer or Chair role at a future point, we will consider offering skills development such as funding for skills training in chairing, finance for Trustees, unconscious bias etc. or a period of shadowing and mentoring with a current Officer or Chair, designed to build the candidate's confidence towards readiness to take on such roles. We will balance our aim to offer progression opportunities to existing members of Council, boards and committees against the need to ensure that membership of boards and committees remains open to a wide range of candidates in order to promote diversity and inclusion.

Council will review these arrangements annually and update them as necessary in the light of experience. At such time as expressions of interest exceed the number of vacancies, and a competition needs to take place, Council will consider introducing arrangements for an Appointments Committee of Council members, to select candidates for appointment by Council.