

MEMBERSHIP RECRUITMENT POLICY OF AMNESTY INTERNATIONAL NEPAL

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**AMNESTY
INTERNATIONAL**



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1. INTRODUCTION

- 1.1 It is of critical importance to Amnesty International Nepal (AIN) that it ensures that its membership seeks to represent all the constituencies of social life and that are committed to the cause of the protection and protection of human rights.
- 1.2 Through the adoption of an effective approach to membership recruitment, AIN will be able to maximise its opportunities for ensuring effective human rights campaigning to uphold the vision and mission of AIN.

2. POLICY STATEMENT

A. Scope of Policy

- 2.1 This policy covers the recruitment of all member types of AIN (individual members, Group members, Youth Network members).
- 2.2 It should be noted that particular arrangements may be adopted in relation to the recruitment of Board Members in acknowledgement of potential additional support that may be required. Specific policies will be adopted to supplement this Policy where appropriate. That does not distract away from the basic premise and principles set out in this policy which are relevant to the recruitment of all Board Members.

B. Principles

- 2.3 In the application of this policy, AIN seek to achieve compliance with the following principles:

Openness

- All members will be recruited through a process of open advertisement.
- All members will be required to maintain their commitment to mission, vision and core values of AI. AIN may seek to make recruitment decisions to fill any perceived skills gaps in order to maintain balanced membership (in terms of gender, age group, geographic region, profession, etc.).

Integrity

- All Members will be required to act in accordance with the requirements and responsibilities set out for all Members and therefore have a responsibility to take act in the best interests of the organization for which they are collectively responsible.
- All members will be required to sign up to and adhere with the mission, vision and core values of AIN and also agree to adhere to a AIN Members Code of Conduct.



- All Members will be required to uphold the values and objectives of AIN and AI in general.
- Members must never use their affiliation with AI for personal gain.

Accountability

- Members are accountable to AI Nepal NEC/ NS and AI IEC/IS and will be collectively accountable to the people whom they work/campaign for at large at all times.
- This policy setting out the way in which AIN recruits its general members will be made publicly available.

Equality and Diversity

- AIN shall endeavour to not discriminate on the grounds of race, colour, ethnicity, national origin, gender, religion, sexual orientation, marital status, age, or disability in the manner in which it recruits new Members.
- The recruitment of all Members will be done in accordance with the organization's plans and policies and best practice in terms of equal access and opportunity and any advertisements will be reflect this commitment.
- AIN will proactively seek to ensure that the constituencies of its members are reflective of the communities that they serve. When recruiting, all adverts for membership will promote the AIN's commitment to encouraging people to apply from minority and under-represented groups to ensure that a balanced membership can be maintained. Recourse will also be made to initiatives that enable the Group to target potential candidates from minority groups.

C. Eligibility

- 2.4 Eligibility to become an AIN Member is open to all persons unless they are expressly excluded from becoming a Member by the Statute of AIN. But conditions apply to obtain each type of membership which will be made publicly available and will be posted on AIN's website.

D. Code of Conduct

- 2.5 All Board Members will also be required to sign up to and adhere with the Group's Code of Conduct for Board Members. This will include sharing in the corporate responsibility and collective decision-making of their respective Board of Management.

3. IMPLEMENTATION

- 3.1 The process that will be followed by AIN in the implementation of this policy is outlined in this section.

A. Applications

- 3.2 All applications for AIN Membership will normally be considered in response to a recruitment process.
- 3.3 Adverts for the recruitments will be made of appropriate public media. This may include the following:



- AIN regular publications
 - AIN website
- 3.5 All interested applicants will be provided with a Membership Application form providing details of AIN and the responsibilities and expectations of the role of the members.
- 3.6 All candidates will be required to apply using the AIN's standard Application Form for Membership.

B. Membership Department

- 3.6 The Membership and Group Service Department will be the responsible for membership recruitment. In case, the department finds that the applicant is not eligible for the membership according to AIN Statute, the case should be forwarded to the Director.
- 3.9 The Director of AIN will be responsible for controlling, and monitoring the implementation of this policy. The Director is responsible to make periodic report to the NEC about the implementation of the policy.

C. Types of Membership

1. Individual members
2. Group Members
3. Youth Network members

(Please elaborate this part with conditions that apply for these 3 types of membership)

D. Selection

- 3.10 The membership will be awarded after the approval by the Director.

4. RESPONSIBILITY

- 4.1 Overall responsibility for implementation of this policy lies with the Director, as delegated to the Membership and Group Service Department.
- 4.2 Responsibility for the implementation of this policy will be delegated to the Membership Department Officer of AIN.
- 4.3 It will be the responsibility of the Membership Department Officer to ensure that adverts for membership recruitments are placed in appropriate locations to maximise the opportunities for attracting candidates for AIN Membership.

5. CONSULTATION

- 5.1 AIN will have consulted the following bodies in the preparation of this Policy:
- All Board Members
 - AIN AGM
 - Staff Members AIN NS
 - AIN Groups/ Networks



5.2 Prior to making any changes to this policy AIN will consent and/or consider the views of the stakeholders listed in 5.1

6. REVIEW

6.1 AIN will formally review its Membership Recruitment Policy on a 2 yearly basis, unless changes in AIN legislation or regulation require an earlier review.

7. TRAINING

7.1 AIN will provide all staff / Board Members responsible for implementing this policy with comprehensive training where required.

7.2 Training will be given to:

- Board Members/ Staffs responsible for implementation where a need is identified
- All relevant staff / Board Members after change to policy/legislation

