



Independent Monitoring Boards Secretariat
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To: All Chairs of IMBs in Prisons and Immigration Removal Centres

Cc: National Council, IMB Clerks

12 May 2004

DC / IMM 06/04

Dear Chair

INTRODUCING THE NEW IMB RECRUITMENT PACK

If your Board is thinking about conducting a recruitment campaign in the near future, you will be pleased to know that we now have a new IMB Recruitment Pack!

The new pack contains a range of guidance and draft material to help Boards in their efforts to recruit new members. It includes a sample advert and news release, a list of recruitment ideas and samples of all the posters and leaflets available. It also provides guidance on writing press releases, giving presentations and using resources such as Volunteer Bureaux and CSV 'Action Desks'. A floppy disk containing all the draft material is enclosed with each pack to enable Boards to customise the documents to suit their local needs.

We anticipate that the pack will also be a way of sharing recruitment advice and ideas between Boards and are therefore always grateful to receive details of any successful events or recruitment methods you undertake. We hope that we can develop the pack as time goes by so a questionnaire is enclosed with each one, or alternatively please let either myself (☎ 020 7035 2265) or Janet Goddard (☎ 020 7035 2267) know of your plans.

Copies of the pack are available to any Board wishing to conduct a recruitment campaign. Do contact either Janet or myself for a copy.

Yours faithfully

Clare Batt
Independent Monitoring Boards Secretariat