

Trustee Recruitment Policy



1. Statement

Community and Voluntary Services Cheshire East (CVSCE) recognises that an effective board of Trustees is imperative to ensure that the Charity is successful in achieving its' objectives. The Board must seek to be representative of the people and organisations that it works with and must have all the required knowledge and skills to run the Charity. Individual trustees must have sufficient knowledge of the role of a charity trustee and be able to effectively represent CVSCE at meetings/events.

This policy outlines how CVSCE intends to recruit a robust and effective Board of Trustees.

2. Recruitment

CVSCE seeks to have a maximum of 12 members of the board, 7 elected from the membership and up to 5 to be co-opted for specific skills, knowledge and experiences. Section 3 below outlines the process for elections and section 4 outlines the co-option process.

3. Election of Trustees from the Member Organisations

The Board recognises that it has limited control over the election of Trustees by the membership of the organisation. It is accepted that members have the right to elect those individuals that they feel represent their interests, however, existing board members have the responsibility to ensure that the needs of the organisation in terms of governance are met by those elected. The Board will seek to do this by adopting a system of recommending trustee appointments to the membership using the process outline below. The membership will then be able to choose and elect a recommended candidate(s) to the Board.

- 3.1. One third of the elected Board must retire by rotation at each Annual General Meeting (AGM). Where the existing members seek re-election and have the support of their organisation, the other trustees will vote on whether or not to approve the re-election. If a simple majority approve the re-election then this person will be recommended to the membership for election.
- 3.2. Where an elected Trustee is retiring by rotation they must, if circumstances allow, indicate their intentions in terms of seeking re-election three months prior to the AGM. This ensures that the Board have the opportunity to vote on whether they should be recommended for re-election at the AGM at a Board meeting. If circumstances do not allow sufficient time for a meeting then a postal ballot of members on the re-election of the retired trustee is acceptable. In such a situation, the postal votes must be opened in the presence of an independent person.
- 3.3. Where an elected trustee is retiring by rotation and does not seek re-election, or the re-election is not supported by a majority of the other trustees, the retiring trustee will not be recommended for re-election to the membership. In this case a potential vacancy will occur.
- 3.4. Where there is sufficient time before the AGM invitations to apply to become an elected member of the CVSCE Board will be widely promoted to the membership of the organisation. Prospective candidates must have the support of their organisation and apply within the

deadline set by the Board. Applications will then be scrutinised by the Chair and two appointed trustees and recommendations made to the Board for full approval.

3.5. The membership will elect their representative(s) at the AGM or, if deemed necessary, a Special General Meeting (SGM) taking account of the recommendations from the Board.

4. Co-option of Trustees with relevant skills/experiences

- 4.1. When a need has been identified to recruit trustees the Chair and two appointed trustees will manage the process. They will have responsibility for ensuring that the remainder of the recruitment and induction process is carried out.
- 4.2. Responsibility for recruiting trustees will not be delegated to employees although employees may be given specific administrative tasks by the sub-committee.
- 4.3. Whenever a trustee departs a skills audit of the board will be done. Efforts at recruiting a replacement will take account of the skills audit and of the skills being lost by the departure. Consideration must also be given to any specific roles or duties that the individual leaving the board was undertaking.
- 4.4. Once the ideal skill/experience profile has been identified a recruitment plan will be formulated. This will identify the most appropriate resources from which applicants might be found. The vacant positions will be advertised through the media, volunteer bureau, direct approaches to professional bodies and to other voluntary organisations. The trustees will consider approaches to personal contacts however will ensure that we promote diversity and avoid conflicts of interest
- 4.5. CVSCE seeks to ensure diversity in its board of trustees as well as in its staff base and consideration will be given to ways in which groups that are under-represented on the board might be reached and encouraged to apply. However, at the point of selection the board will not discriminate unfairly on any of the grounds listed in the Equal Opportunities Policy.
- 4.6. People enquiring to become trustees will be sent appropriate documentation about the charity, introductory material about trusteeship and will be asked to complete an application form. Arrangements will be made to assist any potential applicant with specific needs in relation to completion of the form or access to the supporting materials.
- 4.7. In the event of there being a large number of applicants those most closely matching the skills required will be approached at this stage in preference to less suitable applicants however, consideration will be given to appointing more than one suitable applicant. As a minimum, and if not sent earlier in the process, applicants will be provided with:- a copy of the latest accounts of the charity; Charity Commission Publication CC3- 'Responsibilities of Charity Trustees'; a copy of the charity's governing document; a copy of the minutes of the last three board meetings (edited to conform with the principles of data protection if necessary); a trustee 'job description'; relevant policies including those regarding equal opportunities and conflicts of interest; a copy of this policy.
- 4.8. Applicants who appear suitable will be invited to attend an interview with the Chair and two appointed trustees and a recommendation to appoint or not will be made to the full Board. If the appointment is approved then referees will be approached to provide references as to the individual's suitability for the role.
- 4.9. Following this process, successful candidates will be invited to attend the next Board meeting.
- 4.10. The ratification of the appointment will be sought at the next AGM or SGM

5. Term of Office

- 5.1. Trustees can serve two terms of three years.
- 5.2. After this time further terms will be agreed based on the skills and experienced required by the Board. This process will involve the Chair meeting with the trustee and making a recommendation to the board.

6. Recruitment timetable

6.1. CVSCE will recruit annually to fill vacancies that open up due to the retirement or standing down of existing trustees. This annual campaign will normally take place 6 months before the AGM and, as long as there are openings on the board, vacancies will be continually advertised.

7. Performance

7.1. The performance of individuals on the Board will be monitored through an annual appraisal system

8. General

8.1. All Board members have equal voting rights. The Chair will have a second vote in the event of a tie.

8.2. All retiring board members are entitled to offer themselves for re-election and will be subject to the appropriate process as indicated above.