

# Trustee Recruitment Policy (Summary Document)

Community and Voluntary Services Cheshire East (CVS) 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 is 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 CVS at meetings/events.

This policy outlines in summary how CVS intends to recruit a robust and effective Board of Trustees.

Trustees.			
CVS Cheshire East Trustee Board - 12 Members			
7 Elected from the Membership	5 Co-opted wi	5 Co-opted with specific skills/knowledge	
Elected from the membership (Existing Appointment)	Elected from the membership (New Appointment)	Co-opted with specific skills and knowledge	
1/3 of existing members retire by rotation at each AGM	Invitation to members to stand as a Trustee	CVS Cheshire East Board identify skills and knowledge gaps	
Trustee stands for re-election	Nomination received by deadline set by the board	Invitation/recruitment process based on required skills and knowledge	
Nomination has the continued support of the member organisation	Nomination has the support of the member organisation	Applications received, Interviews held with Board members	
CVS Cheshire East existing Board recommend the re-election*	CVS Cheshire East existing Board recommend the appointment*	Successful candidates co-opted to the Board	
Nominations are circulated for election at the AGM	Nominations are circulated for election at the AGM	CVS Cheshire East Board recommend the appointment**	
Nominee/s elected to the vacant position/s at the AGM	Nominee/s elected to the vacant position/s at the AGM	Position ratified at the AGM	

- \*CVS Board will make a recommendation to the membership based on fit of the skills, knowledge and experience of the nominated trustee against the trustee role description and person specification. The Board will not recommend a nominee if they feel they don't meet the criteria. If a member nominee is not recommended by the board they can still stand for election.
- \*\*\*.CVS Board will make a recommendation to the membership based on fit of the skills and knowledge of the nominated trustee to support the organisation. If a nominee is not recommended by the board they will ask for ratification of the co-optee from the membership

# Timetable

- Annual campaign for trustees once a year
- Campaign starts 6 months before AGM for existing vacancies

# Performance

 Board performance is measured through an annual appraisal process

## General

- All Board members have equal voting rights.
- •The chair will have a second vote if no overall majority is achieved
- All retiring board members are entitled to offer themselves for re-election

### Term of Office

Trustees can serve two terms of three years.

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.

#### Trustee retirement schedule

1/3 of board has to stand down at the AGM the retirement schedule is refreshed after each AGM to reflect any new members on the Board. New Board members (including re-elected trustees) will become part of future retirement schedules. On average Trustees will serve a 3 year term before they need to stand for re-election.

Trustees can stand down at any AGM but must stand down at the scheduled AGM.