

TRIPLE A TRUSTEE RECRUITMENT POLICY



www.tripleaproject.org.uk

1. Statement

Triple A recognises that an effective board of Trustees is essential if the charity is effective in achieving its objects.

The board must seek to be representative of the people with whom the charity works and must have available to it all of the knowledge and skills required to run the charity.

Individual Trustees must have sufficient knowledge, both of Trusteeship in general and of the charity's activities, to enable them to carry out their role and to represent the charity and meetings and events.

This policy sets out how Triple A recruits a robust and effective board of Trustees.

2. Triple A Constitution (extract)

Triple A seeks to have at least 7 trustees on its board.

No person may be appointed as a trustee:

- (1) Unless (s)he has attained the age of 18 years; or
- (2) In circumstances such that, had (s)he already been a trustee, (s)he would have been disqualified from acting under the provisions of Article 38.

Not less than seven nor more than twenty-eight clear days before the date appointed for holding a general meeting notice shall be given to all persons who are entitled to receive notice of the meeting of any person (other than a trustee retiring by rotation at the meeting) who is recommended by the trustees for appointment or reappointment as a trustee at the meeting or in respect of whom notice has been duly given to the Charity of the intention to propose him at the meeting for appointment or reappointment as a trustee. The notice shall give the particulars of that person which would, if he were so appointed or reappointed, be required to be included in the Charity's register of trustees.

3. Skills Audit

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 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. Recruitment

When a need has been identified to recruit trustees the People sub-committee will manage the process. This will include the Vice-Chair and at least one other trustee together with any other people deemed appropriate by the trustees. The sub-committee will have responsibility for ensuring that the remainder of the recruitment and induction

process is carried out. Responsibility for recruiting trustees will not be delegated to employees although employees may be given specific administrative tasks by the sub-committee.

Once the ideal skill experience profile has been identified, the vacancy will be advertised on the Triple A Website, social media platforms and may also be advertised in the local media. The board of Trustees may also choose to advertise in the media, volunteer networks or make direct approaches to professional bodies and other voluntary organisations. Preference should be given to these approaches as opposed to personal contacts as the intention is to promote diversity and avoid conflicts of interest. Triple A seeks to ensure diversity in its board of Trustees and consideration will be given to ways in which groups that are under-represented 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.

People enquiring to become Trustees will be sent appropriate documentation about the charity and the role of a Trustee including a Trustee 'job description' and will be asked to complete an application form.

Application forms will be considered and a vote taken at the following board meeting in accordance with the procedure for appointing Trustees detailed in the Triple A constitution.

5. Interview, Selection and Appointment

Applicants who appear suitable will be invited to attend a trustee meeting as an observer and will receive further information regarding the role of being a trustee. 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.

The applicant will then be interviewed by the recruiting panel and efforts will be made to answer any questions that they may have. The applicant will be asked to declare any conflicts of interest and will be required to provide two references which will be taken up prior to the next board meeting. The applicant will be required to sign a declaration that they are not disqualified from being a trustee as per section 72 (1) of The Charities Act 1993. The requirement to attend trustee induction sessions will be described. It is the responsibility of the trustees on the recruiting panel to ensure that references are obtained and all other relevant checks are completed.

The applicant will be asked whether or not they wish to be appointed and will be given the opportunity to attend a further meeting as an observer should they wish to do so.

The observations and recommendations of the panel will be put to the following board meeting and a vote taken in accordance with the procedure for appointing co-opted trustees detailed in the governing document.

6. Terms of Office, Election and Re-election

Trustees serve initially for a 3 year term and may seek re-election for another 3 years. When a Trustees term of office comes to an end and the trustee seeks re-election the 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.

Where a trustee does not seek re-election or re-election is not supported by the majority of Trustees then a potential vacancy will occur. Where there is sufficient time before the AGM the procedure detailed in Section 4 will occur in order to select a suitable candidate to recommend to the members. Where there is insufficient time to enable this procedure to be followed in full the Trustees will decide which steps are achievable and implement those.

6. Induction

All new Trustees will undertake induction as required.

Appendices

a. Trustee Role Description