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**Trustee Recruitment Policy**

**19th July 2016**

**Version 1**

**Date for Renewal: November 2017**

**Salford CVS**

**Trustee Recruitment Policy**

**1. Statement**

Salford Community and Voluntary Services (Salford 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 SALFORD CVS at meetings/events. This policy outlines how SALFORD CVS intends to recruit a robust and effective Board of Trustees.

**2. Recruitment**

Salford CVS seeks to have a maximum of 12 members of the board, 8 elected from the membership and up to 4 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 recommend retiring board members for re-election to the AGM.

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 Board meeting then a postal ballot of Board 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 Salford CVS 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

Extraordinary General Meeting (EGM) 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 Salford CVS website, Salford CVS e-bulletins and Volunteer Centre Salford, 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. Salford CVS 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 Equality and Diversity

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); Salford CVS Trustee Handbook; 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 a reference group

and a recommendation to appoint or not will be made to the full Board. Where a majority cannot agree a recommendation, the Chair will have the final decision. 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 EGM.

**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. Salford CVS 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.