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**TRUSTEE RECRUITMENT POLICY**

**Updated Nov 21**

# TRUSTEE RECRUITMENT POLICY

**REFERENCES**

A – Newquay Foodbank Constitution

**POLICY CONTROL**

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| **Version** | **Description** | **Date** |
| **1.0** | **Trustee Recruitment Policy** | 03 Nov 21 |
| **Board Approved** | | 22 Nov 21 |
| **For Review:** | | 22 Nov 22 |
| **Chair (21/22)** | | Clare Anderson |

1. **STATEMENT** 
   1. Newquay Foodbank recognises that an effective board of trustees is essential if the charity is to be effective in achieving its objectives.
   2. The board must seek to be representative of the people the charity servesand must have available to it all the knowledge and skills required to run the charity.
   3. 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 at meetings and other events.
   4. This policy sets out how Newquay Foodbank intends to recruit a robust and effective board of trustees.
2. **GOVERNING DOCUMENTATION**
   1. Relevant sections are given below from the Constitution of the Charity as at November 2021.

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*2. Eligibility for trusteeship*

*a) Every charity trustee must be a natural person*

*b) No individual may be appointed as a charity trustee of the CIO:*

* *If he or she is under the age of 16 years; or*
* *If he or she would automatically cease to hold officer under the provision of clause [12(1)(e)]*

*c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.*

*d) at least one of the trustees of the CIO must be 18 years of age or over.*

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*10.1. Apart from the first charity trustees, every trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees.*

*10.2. In selecting individuals for appointment as charity trustees, the charity trustees must have regards to the skills, knowledge and experience needed for the effective administration of the CIO.*

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*11. The charity trustees will make available to each new charity trustee, on or before his or first appointment:*

*a) a copy of the current version of this constitution; and*

*b) a copy of the CIO’s latest Trustees’ Annual Report and statement of accounts.*

1. **RECRUITMENT / APPOINTMENT PANEL** 
   1. When a need has been identified, to recruit trustees, the Chair will manage the process.
   2. Responsibility for recruiting trustees will not be delegated to employees, although employees may be given specific administrative tasks by the sub-committee.
2. **SKILLS AUDIT**
   1. 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.
   2. Consideration must also be given to any specific roles or duties that the individual leaving the board was undertaking.
3. **RECRUITMENT**
   1. The following process should be followed for recruitment of new trustees:
      1. Role Description will be created for individual and general roles.
      2. Adverts will be placed through all available channels.
   2. Newquay Foodbank 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 underrepresented 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.
   3. 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.
   4. 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. **INTERVIEW, SELECTION AND APPOINTMENT**
   1. Applicants who appear suitable, further to an interview with the Chair of Newquay Foodbank, will be invited to attend a trustee meeting as an observer and will receive further information regarding the role of being a trustee.
   2. 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.
   3. As a minimum, and if not sent earlier in the process, applicants will be provided with:
      1. A copy of the latest accounts of the charity;
      2. Charity Commission Publication CC3- ‘The Essential Trustee;
      3. A copy of the charity’s governing document;
      4. A copy of the minutes of the last three board meetings;
      5. A trustee ‘job description’;
      6. Relevant policies including those regarding equal opportunities and conflicts of interest;
      7. A copy of this policy.
   4. The applicant will be interviewed by the Chair or their nominee and efforts will be made to answer any questions that they may have.
   5. 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.
   6. 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.
   7. The requirement to attend trustee induction sessions will be described.
   8. It is the responsibility of the Charity Secretary to ensure that references are obtained, and all other relevant checks are completed.
   9. 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.
   10. 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.
5. **INDUCTION**
   1. Once a new Trustee has been confirmed they will be invited to attend a Trustee induction involving;
      1. A visit to each of the Newquay Foodbank sites;
      2. Introductions to key members of the team;
      3. Additional meetings according to the role the Trustee is undertaking.
6. **REVIEW**
   1. This policy and its implementation will be reviewed at least annually or where significant Governmental guidance changes occur.

**LAST REVIEWED:** Nov 21 **Chair:** Clare Anderson