

Trustee Recruitment Policy and Procedure

1. Introduction

Gloucestershire Community Foundation (GCF) is committed to ensure that good governance is in place for the organisation, ensuring that there is a rolling appointment of trustees so we have a good spread of experience and knowledge and strong governance for the charity.

The purpose of this policy and procedure is to outline the process for recruitment of new trustees.

This includes:

- Board skills assessment
- Job roles
- Equality, Diversity and Inclusion
- The process of advertising
- Interview process
- Vetting trustees
- Appointment process
- Induction process

The Charity Commission clearly states that it is essential that trustees:

- Represent the community they serve
- Have a clear job description
- (Have ensured that all trustees) are legally allowed to undertake a trustee role
- Have appropriate vetting
- Are clearly and appropriately inducted

The key objectives of this policy and procedure are:

- To explain the responsibility of GCF trustees in the appointment of new trustees
- To provide trustees, with an overview of the recruitment process
- To provide for trustees a clear procedure that will be implemented

Board skills assessment

A board skills assessment will be undertaken before trustee recruitment processes are undertaken, the skills assessment will help us understand the gaps that are needed to be filled to ensure full governance. The skills assessment is based on the following areas:

- Governance and leadership
- People
- Finance
- Operations
- Marketing
- Fundraising
- Digital

Trustee Recruitment Policy and Procedure

Trustee roles and numbers

GCF feels that for the charity to operate effectively GCF should have a minimum of 8 trustees and a maximum of 12. To enable good governance and knowledge spread within the charity we aim to induct no more than three new trustees at any one time.

There are a range of clear roles that GCF require on the board of trustees these include:

- Chair
- Vice Chair
- Finance/investment

In addition, we seek to have a range of different skills and experience to ensure that the board can undertake its governance responsibly and these roles will be identified through the skills assessment undertaken.

Each role will require its individual job description and these will be designed based on need.

Equality and Diversity

It is essential that in all of GCF work we are exploring equality and diversity and we need to ensure that we are exploring diversity in a range of ways:

- GCF believes having a diverse trustee board will help to ensure that the charity is fair and open in all its dealings, such as, in grant making or delivery of services.
- The Charity Commission believes and GCF concurs that the governance of charities will be improved where trustees are recruited from a wide range of backgrounds.
- GCF believe we should involve people who have traditionally not played a large part in the governance of charities, such as young people, people from minority and ethnic communities and people with disabilities.
- GCF believes creating a diverse board will also help to increase accountability and public confidence.
- GCF will recruit trustees in line with the Equality Act 2010

Responsibility for recruiting trustees

It is the responsibility of existing trustees to recruit the new trustees, the administrative process however is managed by the CEO. When GCF needs to recruit trustees a Task & Finishing Group (T&F Group) will be set up to undertake the process, consisting of the Chair, a trustee and the CEO. The Chair is also able to pass their place to another nominated trustee. Prospective Trustees will be interviewed to fill the identified skillsets and DEI policy

Timescales

GCF each year has the High Sheriff appointed to the board of trustees for a term of one year. All trustee recruitment will be aimed to ideally coincide with the start of the High Sheriff's term of office so that inductions can be completed together, though recruitment will be done at other times when required

Trustee Recruitment Policy and Procedure

The process of advertising

When GCF is seeking new trustees the following processes will be implemented:

- Adverts will be placed in a range of mediums as deemed appropriate including but not exclusive to: Internet, social media, job sites.
- Existing trustees & CEO will be encouraged to spread by word of mouth and seek appropriate people to apply

Interview process

- People expressing an interest are welcome to have an informal conversation with the Chair or CEO
- Those deemed to be potential candidates will be sent an application pack with a copy of the role description and other appropriate information about GCF
- Those applying directly will be able to access all information on the GCF website
- A Shortlist process will take place and candidates will be informed of results of that process.
- All those shortlisted will be interviewed through a panel process, by the T&F group.
- The interviews will include a scoring system and paperwork will be stored in line with our data policy.

Vetting potential trustees

- GCF will check that the candidates have not been disqualified from acting as trustees, and candidates will be asked to confirm in writing that this is the case.
- Trustee eligibility form is required to be completed
- Candidates will be asked to consider and declare any existing or potential conflicts of interest.
- Where appropriate the charity will undertake the appropriate checks from the Disclosure and Barring Service.
- If all these checks and declarations are appropriate the trustees then may go ahead and formalise the appointment of new trustees.

Appointment process

- Following the interview process, the T&F Group will make recommendations to the board
- The board will ratify the appointment of trustees and this will be recorded in the minutes
- During the AGM, trustee appointments will be ratified

Induction process

A full and detailed induction will be delivered by the CEO for all new trustees, this includes:

- Meet with the Chair
- Meeting with the Chief Executive Officer and have a session about the day to day work of GCF
- A short history of GCF
- A copy of the Memorandum And Articles of Association.
- Understanding the charity's other governing documents

Trustee Recruitment Policy and Procedure

- Any other key documents which trustees will need, for example, the charity's strategic plan and its mission statement, vision and values.
- The charity's latest annual report and accounts
- Minutes of recent trustee meetings
- The guidance- The essential trustee-: what you need to know (CC3), and The hallmarks of an effective charity- (CC10) from the Charity Commission.
- A copy of the 7 Nolan Principles
- GCF's policy on dealing with conflicts of interest
- A book will be given for recommended reading – "It's a battle on the Board" by Debra Allcock-Tyler.
- Attend a grants panel meeting and project visit

The board will regularly review and assess its own performance, that of individual trustees, and of committees.