

P023 – Trustee Recruitment Policy

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.

2. Scope

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

3. Policy

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

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 process for recruiting new trustees includes:

- Job roles
- Expertise Gap Analysis
- Equality, Diversity and Inclusion
- Trustee Recruitment Information Pack
- The process of advertising
- Interview process
- Vetting trustees
- Appointment process
- Induction process

3.1 Trustee roles and numbers

For the charity to operate effectively GCF should have a minimum of eight trustees and a maximum of 12. To enable good governance and knowledge spread within the charity it aims to induct no more than three new trustees at any one time.

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

- Chair
- Vice Chair
- Finance/investment

In addition, GCF seeks 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.

3.2 Expertise Gap Analysis

A Trustee Expertise Matrix provides the basis for analysing whether gaps in expertise, or other contributory factor, exists across the composition of the Board. The Matrix is updated ahead of the retirement, or other departure date, of a trustee; or, this is updated annually, whichever is the sooner.

3.3 Equality and Diversity

GCF considers equality and 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.

3.4 Responsibility for recruiting trustees

It is the responsibility of existing trustees to recruit the new trustees, the administrative process however is managed by the Chief Executive Officer (CEO). 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.

T&F group members must declare to the Board Chair / CEO if they already know a candidate. If they have a close personal or familial relationship with a candidate, they must withdraw from the panel. They must also attend every part of the selection process (presentations, interviews etc.) for the duration of the recruitment process, to maintain consistency and to ensure fair treatment of all candidates.

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3.5 Trustee Recruitment Information Pack

A Role Description is maintained for the role of trustee. A Trustee Recruitment Information Pack (TRIP) is compiled, covering a Role Description, specific information about current expertise being sought, information about GCF, a focus the personal attributes required to be an GCF Trustee and time schedules for the recruitment process.

In line with GCF's commitment to equality, diversity and inclusion, the TRIP will also include commentary about seeking the widest possible range of candidates, including applications from individuals who have not previously been trustees, within the context of the expertise gap being sought.

3.6 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.

3.7 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 GDPR and GCF's Data Protection Policy.

3.8 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.

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3.9 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 ratify.

3.10 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 CEO 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
- 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.

4. Training

Training opportunities may be offered where needed for board and individual development.