

Document: Trustee Recruitment Policy

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1. Statement of intent

1.1 CLENCHWARTON COMMUNITY FOUNDATION TRUST believes the recruitment of Trustees should be based on the requirements of the organisation and the skills and expertise the individual can bring. Therefore all potential Trustees will follow this process to assist the Board in assessing the applicant’s suitability for the role.

2. Policy

2.1 Prospective Trustee applicants will be required to submit in writing the reasons why they would like to be considered as a Trustee for CLENCHWARTON COMMUNITY FOUNDATION TRUST.

2.2 The letter of application should be brief, concise and cover the following:

- Confirm that they are eligible to apply for position of Trustee
- Why the individual would like to be considered for position of Trustee
- Highlighting any previous experience of Trusteeship
- Informing the Board of any skills and areas of expertise they may have that will enhance the working of CLENCHWARTON COMMUNITY FOUNDATION TRUST
- Names of two character referees

2.3 The application will be considered by the Board and any character references may be taken up. Should the candidate have the required skills that are needed and be eligible, they will be invited by the Board to an informal meeting with one or two existing Trustees to discuss their application and the work of CLENCHWARTON COMMUNITY FOUNDATION TRUST.

2.4 After this informal meeting the individual will be invited to attend and observe a Board meeting in order to understand how the Board functions. The next stage will be that the individual will be informed whether or not they have been successful in being invited to stand for election to the Board at the next AGM.

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2.5 Should an individual not be successful with their application then that person will receive written notification explaining the reasoning behind the decision. This will not necessarily stop an individual from re-applying at a future date.

3. Representative Trustees

3.1 Clause/s of the CLENCHWARTON COMMUNITY FOUNDATION TRUST governing document allow for Trustee appointments to be made by organisations that have given the power to do so.

3.2 The Trustees will consider applications from organisations to be given the power to appoint when they receive them. They will reply to such requests within 2 weeks of receiving the application.

3.3 The Trustees will review if there are any new / eligible organisations they might approach annually.

3.4 Organisations with the power to appoint will inform the charity of their appointment in writing or by email. CLENCHWARTON COMMUNITY FOUNDATION TRUST will keep a list of organisations with the power to appoint and their current appointment with their Minute book.

3.5 If the organisation with the power to appoint ceases to operate, or no longer wishes to make an appointment, CLENCHWARTON COMMUNITY FOUNDATION TRUST will attempt to get confirmation of this in writing or by email. A note of this will be made on the list of Organisation's with the power to appoint in CLENCHWARTON COMMUNITY FOUNDATION TRUST Minute book.

3.6 If the organisation with the power to appoint ceases to exist, but their appointed Trustee would still like to act as Trustee, CLENCHWARTON COMMUNITY FOUNDATION TRUST can use their powers to co-opt a Trustee so that they can continue to serve until the AGM.

4. Co-opting

4.1 CLENCHWARTON COMMUNITY FOUNDATION TRUST Trustees may from time to time, as they see fit, co-opt Trustees, following Clause's **9-12** of their governing document. The trustees will record their discussions around the appropriateness of this action.

5. Process for all Trustees

5.1 However they are appointed, all Trustees will act in the best interest of CLENCHWARTON COMMUNITY FOUNDATION TRUST, and to further its purposes, at all times.

5.2 New and continuing Trustees will be vetted annually after the AGM.

5.3 All Trustees will sign a Trustee Declaration when appointed / reappointed. This will be stored with the Minute Book.

CLENCHWARTON COMMUNITY FOUNDATION TRUST



5.4 All Trustees agree to following the Conflict of Interest Policy and will review their Interests in the Register of Interests annually. This will be stored with the Minute Book. Any new Interests arising can be added to the Register of Interests at any time.

5.5 All Trustees will be provided with a copy of the governing document, the most recent annual accounts and annual report, and provided with access to all policies.