



CSO Trustee Recruitment Policy

1. Statement

CSO recognises that an effective board of trustees is essential if the charity is to be effective in achieving its objects.

The board must seek to be representative of the people with whom the charity works and must have available to it all of the knowledge and skills required to run the charity.

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.

This policy sets out how CSO intends to recruit a robust and effective board of trustees.

2. Governing Document

CSO seeks to have at least 10 trustees on its board, 6 elected at AGMs and 4 co-opted by the board.

Key Points arising from CSO's Articles are:

- ✓ The number of trustee's: Not less than 5 and not more than 15.
- ✓ Trustees are appointed from Primary or Secondary members (ie Member Orgs or Individuals).
- ✓ Membership whether Primary or Secondary must be approved at a Board meeting.
- ✓ The powers of the Trustees are only limited by law, the articles and special resolution.
- ✓ The powers are to be exercised in quorum (3 minimum).
- ✓ At each subsequent AGM 1/3 of the Trustee must retire and retirement is by rotation of the longest serving.
- ✓ If retiring Trustee may be re-elected if willing to act for a maximum of 3 consecutive terms unless it is resolved at a meeting not to fill the vacancy or the reappointment is disapproved.
- ✓ CSO may by way of ordinary resolution appoint a person as a Trustee and determine the rotation in which any additional Trustee is retired

- ✓ Election of a new Trustee requires a proposer who is Primary or Secondary member, who needs to give a Notice no less than 14 clear days before the AGM.
- ✓ Notice of AGM requires 7 clear days minimum and 28 clear days maximum for proposed election of a new Trustee.
- ✓ Trustees may appoint maximum of 2 new Trustees (Coopted) and these Trustee's must retire at the next AGM. These Trustees (Coopted) are eligible for re-election at the next AGM.

3. Recruitment/Appointment Panel

When a need has been identified to recruit trustees the Director will manage the process and panel. A Panel will include the Director and at least one other trustee together with one member of staff deemed appropriate by the trustees.

The sub-committee will have responsibility for ensuring that the remainder of the recruitment and induction process is carried out.

4. Skills Audit

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.

5. Recruitment

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. Preference should be given to advertisement in the media, volunteer bureau, and direct approaches to professional bodies and to other voluntary organisations over approaches to personal contacts as the intention is to promote diversity and to avoid conflicts of interest.

CSO 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 Panel will not discriminate unfairly on any of the grounds listed in the Equal Opportunities Policy.

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.

6. Interview, Selection & Appointment

Applicants who appear suitable will be invited to attend a trustee meeting as an observer and will receive further information regarding the role of being a trustee. 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 trustee ‘job description’;*
- *relevant policies including those regarding equal opportunities and conflicts of interest;*
- *a copy of this policy.*

The applicant will then be interviewed by the recruiting panel and efforts will be made to answer any questions that they may have. 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.

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. The requirement to attend trustee induction sessions will be described. It is the responsibility of the trustees on the recruiting panel to ensure that references are obtained and all other relevant checks are completed.

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.

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.

7. Recruiting from your membership (Elections)

The board recognises that it has only limited control over the election of trustees at the AGM. It is accepted that members should be able to elect people to the board who they believe will best represent their interests however the existing board members also have a responsibility to try to ensure that the needs of the organisation in terms of governance are met by those people elected.

The board will seek to do this by adopting a system of recommending trustee appointments to the membership using the steps detailed below. The membership will then be able to choose to elect a recommended candidate or to appoint another person to the board.

One third of the elected board members must retire by rotation at each AGM along with any trustees co-opted during the previous year. Where the existing members seek re-election the other trustees will vote on whether or not to approve the re-election. If a simple majority approve the re-election then this person will be recommended to the membership for election.

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 trustees will consider whether or not to recommend any trustee who has been co-opted during the previous twelve months. If a simple majority approve the election then this person will be recommended to the membership for election. Where more than one trustee has been co-opted during the previous year it will be necessary to vote to determine which should be recommended.

Should the retiring trustees not wish to stand for re-election, or not be recommended then a potential vacancy will occur. Where there is sufficient time before the AGM the procedure detailed above will be followed in order to select a suitable candidate to recommend to the members. Where there is insufficient time to enable this procedure to be followed in full the trustees will decide which steps are achievable and implement those.

Details of the recommended candidates will be sent to the members in accordance with the Articles of Association of the Charity.

Where a member gives notice to the charity of their intention to propose an alternative candidate for election in accordance with of the Articles of Association of the Charity the trustees will attempt to communicate with the candidate in an effort to assess their suitability.

Any relevant information gained during this process may be put to the membership at the AGM. Should the person be unsuccessful then the board will, so far as it is able, notify them of any recruitment made in the following year in order that they may apply.

8. Induction

CSO will ensure that new trustees are inducted by the Chair and the Director to ensure that they are familiar with all the relevant information.

9. Retaining and developing your board

CSO will provide suitable training for the new trustees in fulfilling their duties.