

Policy: Chairman or Vice Chairman Appointment

First approved: 13 June 2014

Last reviewed:

Next review due: June 2019

1.0 Background

The Deeds of the Triangle Trust 1949 Fund, last updated in 2004, state the following:

“The Managing Trustees shall elect a Chair and Vice-Chair from among their number for an initial period of 5 years, renewable for a further period of up to five years, as may be mutually agreed subject to the initial and any extended period of office ceasing immediately upon the holder attaining 70;”

Although not detailed in the Deeds, Trustees have agreed that any Trustee should retire as and when necessary regardless of age. The maximum term of office for an ordinary Trustee is initially 5 years with an extension of a further 5 years, but this can be extended for another 5 years (15 years in total) if the Trustee is holding the position of Chairman or Vice Chairman when they reach the end of their 10-year term.

2.0 Appointment Process

- a) Prior to commencing the appointment process, the job descriptions for the position should be checked and updated as appropriate.
- b) All Trustees are invited to put themselves forward for the position. If a new Chairman and Vice Chairman are being appointed at the same time, Trustees can ask to be considered for just one or both of the positions.
- c) If more than one Trustee volunteers for a position, each candidate will need to provide a statement summarising the skills they will bring to the position and why they wish to be considered. These statements are shared with all Trustees at least one week before the vote takes place.
- d) All Trustees participate in a closed written vote to identify the preferred candidate. In the case where there are more than 2 candidates, an elimination voting round is conducted until there are only 2 candidates remaining.

- e) Where the 2 candidates receive equal votes, the retiring Chairman has the deciding vote (ie the Chairman's vote counts as 2 votes).
- f) Trustees being considered for a position do not participate in any of the voting, unless they have been eliminated.
- g) Where possible, systems should be put in place to ensure all Trustees participate in the voting process either in person or remotely.