

Policy: Trustee Appointment

First approved: 11 December 2014

Last reviewed: 20 June 2019

Next review due: 20 June 2022

1.0 Procedure for appointing new Trustees

The appointment process consists of the following stages:

1. Board Skills Assessment and Audit
2. Diversity
3. Trustee Job Description
4. Recruitment of prospective Trustees
5. Selection Process
6. Deed of Appointment
7. New Trustee Induction

1.1 Board Skills Assessment and Audit

The set of skills required by the Trustee Board to ensure the Triangle Trust agreed strategic plan can be delivered is reviewed.

To identify the skills required by the new Trustee(s), an audit of the existing Board is undertaken where Trustees are asked to declare their experience for each topic according to the following classification:

- Direct experience
- Knowledge but no experience
- Limited or no knowledge

The Trustee Board should have at least one member with direct experience of any skills identified as essential [E], and at least one member with knowledge of any skills identified as desirable [D].

1.2 Diversity

Good practice suggests a Trustee board should reflect the diversity of the community the charity aims to support. The need for diversity within the board moving forward is recognised, but given the relatively small size of the board it is a higher priority to appoint future Trustees based on their skills and fit within the existing board rather than diversity. However, if an advertisement is placed, it should include a reference to the fact that diversity is supported by the Triangle Trust and that applications from certain priority groups will be prioritised.

1.3 Job Description

The Trustee Job Description is reviewed every two years and is detailed as a separate policy document.

1.4 Recruitment of prospective Trustees

Vacant positions will be advertised as follows to some or all of the following:

- Trustees will promote the vacancies within their own personal networks.
- Trustee/Volunteer recruitment websites eg TrusteeWorks Matching via www.reach-skills.co.uk.
- Triangle Trust website.
- ACF website, Clinks job ads etc

In addition to the above, relevant paid advertisements could be placed as appropriate to attract applicants with particular skills.

1.5 Selection process

- Applicants are invited to initially contact the Director if they wish to discuss the role of Trustee before applying.
- Applicants email their CV with a brief supporting statement to apply.
- Depending on the number of applications received, the Chair and Director shortlist applicants against an agreed set of criteria.
- Up to four Trustees meet the shortlisted candidates in person (if possible).
- A recommendation is made to the full Board (by email if necessary) suggesting which applicant(s) are invited to attend a meeting as an observer, before formally being appointed as a Trustee at the next meeting.

1.6 Deed of Appointment

A new updated Deed of Appointment is created and signed by all Trustees.

1.7 New Trustee Induction

Once it has been agreed by all parties that an individual will be joining the Board, the following induction process should be completed within 6 months:

- New Trustee pack is issued including the deeds and all policy documents.
- Meeting with the Director to go over the history and current policies of the Triangle Trust.
- Browse www.triangletrust.org.uk to look at grant details, history and details of other Trustees.
- Visit two grantees.
- Resources of online information to gain insight into the sectors targeted for funding are provided.

Training attended as appropriate:

- Charity trustee governance training provided by ACF, NCVO or similar.
- Investment management training event.
- Assessing grant applications training provided by ACF.