

WheelPower

Trustee Recruitment Policy

Introduction

WheelPower 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 the skills and diversity required of the Board.

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 WheelPower intends to recruit a robust and effective board of trustees.

Skills

Whenever a trustee departs a skills audit of the Board will be undertaken. 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 or are required by the charity.

Nominations Process

When a need has been identified to recruit trustees the Board shall appoint a Nominations Committee to undertake the recruitment of trustees as required. The Governance and Audit Committee and other Sub Committees can provide suggestions to the Nominations Committee for consideration.

The Nominations Committee will have responsibility for ensuring that the recruitment and induction process is carried out. Responsibility for recruiting trustees will not be delegated to employees although employees may be given specific administrative tasks by the Nomination Committee.

Nominations will be sought from candidates with the skills required taking into account the requirement of the Board and that; at least 25% in number of the Board of Trustees are 'Independent Trustees'; no more than 33% in number of the Board of Trustees are Member Nominated Trustees; and; with the exception of the Member Nominated Trustees, the recruitment of trustees is made by open advertisement and competency based selection.

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.

WheelPower 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 board 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 submit their CV which shows their full career history accompanied by a supporting statement. 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.

Interview, Selection and 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
- Charity Commission Publication CC3- 'Responsibilities of Charity Trustees'
- a copy of the charity's governing document
- a copy of the minutes of the last three board meetings
- a trustee 'job description'
- relevant policies including the Equal Opportunities Policy, the Conflict of Interest Policy and the Recruitment Policy.

The applicant will then be interviewed by the Nominations Committee 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 Nominations Committee 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 Nominations Committee 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.

Chair

The Chair is appointed by the Board in accordance with the Articles of Association.

The Nominations Committee will make a recommendation to the Board who will appoint the Chair.

Appointed Trustees

The Appointed Trustees are appointed by the Board in accordance with the Articles of Association.

The Nominations Committee will make a recommendation to the Board who will appoint the Appointed Trustees.

Member Nominated Trustees

The Member Nominated Trustees are elected at the AGM by the Members in accordance with the Articles of Association.

No more than 33% (up to four) Member Nominated Trustees can be elected to the Board subject to vacancies due to terms of office to the Board.

Nominations for Member Nominated Trustees may be made by Members in accordance with the nomination procedure including submitting an up-to-date CV and supporting statement explaining why they are interested in this role detailing how they meet the skills we are seeking being proposed and seconded by Members.