



Viabtes Community Association

POLICY FOR TRUSTEE RECRUITMENT

Introduction

The legal responsibility for the election of new trustees to the Viabtes Community Association Committee lies with the Annual General Meeting (AGM).

The Committee recognises that it has limited control over the election of trustees at the AGM. It is accepted that Viabtes Community Association members should be able to elect people to the Committee who they believe will best represent the interests of the community. The existing Committee members also have a responsibility to ensure that the needs of the organisation are met by those people elected. The Committee will seek to do this by adopting a system of recommending Trustee appointments using the steps detailed below. Any members of the Association, including Trustees upon their appointment, will then be able to choose to elect a recommended candidate or to appoint another person to the Committee.

Trustees can delegate some aspects of recruitment of Trustees to Management, but they must ensure that they retain overall responsibility and control of the recruitment, selection and induction processes.

In recruiting new trustees, the existing trustees and management must act in the best interests of Viabtes Community Association and in accordance with the Charity Commission directives.

New Trustees: Recruitment, Selection, Vetting, Appointment and Induction Process

1. The Trustee Committee identifies the need for new trustees either before AGM, through resignations or through assessment of specific skills that are identified throughout the year.
2. Viabtes Community Association has a generic role description (VCA Trustee Responsibilities) for all trustees. There is also a Trustee Induction Booklet that is provided upon their induction. Trustees can decide as required to create specific trustee role descriptions to fill identified skills gaps within the trustee Committee.
3. Trustees can co-op to vacant positions throughout the year.
4. Any nominees, provided they meet the basic criteria of suitability, will be put before the AGM (see 8 below). For those proposed by the Trustees, there will be a process for recruitment and a method of attracting a diverse range of candidates with the skills the charity needs; (in doing so they must comply with the requirements set out in the charity's governing document and in the appropriate diversity legislation).
5. Nominated and preferred candidates are identified and invited to join the trustees, if desired, subject to references and approval by the full trustee Committee. Unsuccessful candidates are notified and thanked for their interest.

6. Trustees joining the committee must not create a conflict of interest. Therefore, the committee will not contain Connected Persons (e.g partners, family members, members of the same external organisation/club.)
7. All potential Trustees whether nominated by members or selected by the Trustees must undertake vetting to ensure the candidates are suitable to act as a trustee by:
 - (a) Being asked to confirm in writing that this is the case by completion of a "Declaration of eligibility for newly appointed trustees" see Appendix 1.
 - (b) Checking their name against the Disqualified Directors Register through Companies House.
 - (c) Production and photocopying of a valid passport or other form of photographic ID.
 - (d) Candidates are asked to consider and declare any existing or potential conflicts of interest. They should do so thereafter annually along with all the Trustee Committee. They must complete Appendix 1 of the Conflict of Interest Policy.
 - (e) Disclosure and Barring Service clearances should be obtained for trustees who will have access to children, vulnerable adults and finances of the Charity.
8. An information pack about the charity (including the Charity's Business Plan; Vision, Mission and Aims of the Charity; and copy of the Charity's Governing Document) is sent to new Trustees. As part of the induction Programme, new Trustees meet existing Trustees, Management and others involved with the charity. The Chair of the committee, or the centre manager if directed, will be responsible for carrying out induction of new Trustees.
9. The new trustees attend their first Committee meeting and are duly welcomed.
10. All relevant parties, such as the Charity Commission are notified of the new appointments.

Annually, all trustees will complete the Trustee Eligibility Declaration as good practice and any new trustees will do this on joining the committee.

Equality and Diversity

We aim to be an organisation that values, recognises and responds to the diverse needs of members and those we serve. We adhere to the Equality Act 2010 and will not discriminate against any person or other organisation with particular reference to the protected characteristics

Monitoring and Review

The Committee of Trustees, will regularly review the operation of this policy.

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