

Trustee Recruitment Policy

Purpose and Scope

Challenge Wales recognises that an effective Board of Trustees is essential if the charity is to be effective in achieving its objectives.

The Board must seek to be representative of the people with whom the charity works (e.g. a lived experience) and have knowledge and skills that can be drawn upon.

Individual trustees must have sufficient knowledge of Trusteeship in general and of Challenge Wales' activities to enable them to carry out their role and represent Challenge Wales.

This policy sets out how Challenge Wales intends to recruit a robust and effective Board of Trustees.

Aims:

The aims of our policy are:

1. To attract a diverse range of candidates
2. To ensure the board has skills and experience needed
3. To maintain transparency and fairness in the recruitment process

Eligibility:

All elected trustees will be;

- Legally entitled to be a trustee of a UK based charity
- Over the age of 18 and must be a member of the charity
- Have never been convicted of any offence involving dishonesty or deception
- Have not, in the last 5 years been convicted of a crime and sentenced to imprisonment
- Have never been bankrupt (unless was discharged in respect of it), have never been disqualified from being a company director or have been removed from the office of a charity trustee on the grounds of misconduct or mismanagement and under the Charities Act 2011

The Board of Trustees have the right to invite advisors / guests to the board meetings on matters that are relevant and appropriate to successfully run the organisation or to support gaps of knowledge on the board but they will not have any voting rights at meetings held.

As directed by the Governing Document there will be a minimum of 3 directors and no maximum.

Recruitment Process:

Skills Audit: When a board member leaves the board an audit will be utilised to review the gaps of provision of experience and knowledge. Consideration will also be given to succession planning and future roles.



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Advertising: A transparent recruitment process will take place. This will include advertising in local CVC's and wider volunteer recruitment platforms such as REACH volunteering as well as on the Charity's social media platforms, and through Trustee and volunteer networks. These approaches are favoured over approaches to personal contacts, as the intention is to promote diversity and to avoid conflicts of interest. Consideration will be given to reach out to under-represented groups on the Board and who will be encouraged to apply. People enquiring will be invited to have a conversation with the Chair and invited to complete an application form which includes details about Trusteeship. Arrangements will be made to assist any potential application with specific needs in relation to completing the form and accessing any supporting materials.

Interview, Selection and Appointment: Applicants who best match the needs of the Board will be interviewed in person by both the Chair and the Business Development Manager (Co-Founder) in the first instance. Challenge Wales will provide an opportunity to the applicant to observe a board meeting with any final interviews taking place with the Chair and other board members. Trustees will agree through a vote the appointment of a Trustee.

Elected Trustees retire by rotation and currently there is no minimum of maximum term. All trustees are required to be recruited through Challenge Wales Safer Recruitment Practice which involves an enhanced DBS check, ID check and references.

Induction and Training

New Trustees will receive an induction and induction pack which include policies, link to Governing documents, reminder of Charity Commission Trustee documents, reminder of role description as well as Strategy documents and dates for meetings.

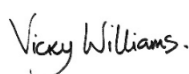
Changes to Trustee Recruitment Policy:

This policy will be reviewed annually or prior to any Trustee recruitment activities to ensure it is effective and up to date.

Signed:



Helen Phillips
Chair of the Board Of Trustees



Vicky Williams
Business Development Manager

Revision Log

Revision #	Date	Explanation of amendment	Who by
0	25.10.24	Document Completion	Vicky Williams – BDM Signed off: Helen Phillips -Chair



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