



1951 - 2021 - 70th Anniversary

Reflecting on our past - Planning for your future

TRUSTEE RECRUITMENT, SELECTION, APPOINTMENT, AND INDUCTION

1. INTRODUCTION

- 1.1 Trustees are responsible for controlling a charity's governance, management, and administration. Trusteeship is a skill that grows over time with experience and with training where necessary. The better a charity handles the selection, recruitment and induction of new trustees, the greater the immediate contribution trustees will be able to make to the quality of its governance and its work.
- 1.2 Being a Trustee for the Friends of the Yeatman Hospital(FOYH) is a vital role to ensure that the charity remains solvent and that we:
 - use charitable funds, employees, and assets reasonably and only in furtherance of the Charity's objectives
 - avoid undertaking activities that might place FOYH endowment, funds, assets, or reputation at risk
 - ensure that FOYH funds are invested properly
- 1.3 The Friends is a local charity and through our community nature and responsibilities we recognise that those most interested in the success and in upholding the dignity and values of our charity are likely to be members of the local community. However, we are also open to seek trustees from a wider pool depending on skills and abilities required in line with our Diversity and Inclusion Strategy.

2. CHARITY COMMISSION GUIDANCE

- 2.1 The Charity Commission regards the recruitment, selection and induction of trustees as one of the hallmarks of a good charity and its Governance Code Principle 5 sets out good practice guidelines to enable effective, rigorous, and transparent Trustee recruitment:

3. GENERAL

- 3.1 When recruiting new members to their board, existing Trustees need to clearly set out both the broader duties and responsibilities, and the specific skills and knowledge such as legal experience, investment, financial, or marketing skills etc., needed for the role.
- 3.2 The process of recruitment and selection will at all times be guided by the principles of openness and fairness, and with an aim to attract a greater diversity of age, experience and social and economic background to our trustee pool as set out in our Diversity and Inclusion Strategy.

- 3.3 Arrangements, supervision and management of trustee recruitment and selection procedures will be the responsibility of the Governance Sub-Committee. The Governance Sub-Committee will also monitor the length of service of all trustees and initiate a succession planning procedure for key roles.

4. RECRUITMENT AND SELECTION PROCESS

4.1 Skills Audit of Existing Trustees Skills:

The Governance Sub-Committee will conduct a skills audit of existing Trustees to identify the skills, knowledge and experience the Executive Committee currently has to ensure the charity is well governed and run effectively appropriate to its size and complexity. Taking account of those Trustees who will be leaving the Board the Recruitment Panel will identify what experiences and skills it needs to fill the resultant gaps, supplement existing skills, or identify opportunities to include diverse new talent.

4.2 Role Descriptions:

Using existing role descriptions and the skills and experiences identified by the skills audit, the Governance Sub-Committee will draw up an appropriate role description alongside a person specification and list of desirable qualities, skills, knowledge etc.

A Candidate Information Pack will be put together including as a minimum:

- Information about the Charity its objectives and values
- Role description and person specification
- Application form, including the names and contact details of two referees, and a request for a CV
- Details of the application process and timelines
- Name of a trustee to whom queries can be addressed

4.3 Develop a Time Frame and Information Pack:

A timeframe will be developed to enable the Executive Committee to agree and present final recommendations to the AGM

4.4 Advertising/ Marketing and Communications:

The Friends is a local charity which recognises that those most interested in its success will probably be members of the local community and the roles will first be advertised locally through local networks, the FOYH website, social media, Mail Chimp emails to those Friends who have shared their email address and the local press. Where appropriate local companies may be targeted.

Attention will be drawn to all Members that the Constitution allows them to nominate a Trustee. Such nominees will be required to be part of the selection and recruitment process in the same way as other applicants. Should a candidate be nominated directly at the AGM who has not been part of the selection process the Executive Committee can indicate that they do not support the nomination. A vote would then take place in the normal way.

If necessary wider advertising will be undertaken.

4.5 The Advisory Panel:

An advisory panel of three Trustees will be selected to undertake the shortlisting and interviews. The panel will include a Chairperson who will lead the process and chair

the interview panel. The makeup of the panel will exclude any person who is to be replaced through the recruitment and selection process. Shortlisting will compare candidates against the role description and person specification with selected candidates invited for interview with the advisory panel.

The advisory panel will devise appropriate questions and will ascertain the order of the questions and the questioner. Where a replacement for a specific role is being sought the current holder may suggest one or more questions.

Each panel member will make notes during the interview which will be collected and retained by the administrator.

Following the interview and selection the Chair will inform the successful candidate(s) both by phone and in writing that they are now Trustee Candidates with the proviso that recommendation of the Panel will be subject to endorsement by the Executive Committee and the receipt of appropriate references.

A final letter of appointment and welcome will be sent by the Chairman following the receipt of appropriate references

The Executive Committee can accept or decline the Advisory Panel's recommendations but must show due diligence. The FOYH Chairman will put forward the recommendations for election at the AGM. Until the AGM the candidates can be co-opted to the Board and can act as officers.

5. TRUSTEE APPOINTMENT:

- 5.1 On appointment, all Trustees will be asked to sign a declaration that they are not disqualified from acting as a Trustee.
- 5.2 All Trustees on appointment will complete a certificate of appointment to be retained on file. In addition, a Trustee's name will be registered with the Charity Commission and will appear on their website. Trustees are asked to declare any Conflicts of Interest as soon as possible.

6. TRUSTEE INDUCTION:

6.1 All Trustees and Advisers will receive an Induction on appointment.

6.2 Trustee Induction will include but not be limited to:

- Induction Session including introduction to Trustee Portal on the Friends Website
- FOYH Policies
- Issue of the Charity Commission Code of Conduct and Public Benefit
- Chairman's Briefing
- Attending relevant Sub-Committee Meetings
- Hospital Tour and meeting with Matron and staff
- Meeting FOYH Administrator to discuss practical arrangements: meeting schedules etc.
- ID Badge and photo and informal bio for website

