



Bedfordshire & Luton
Community Foundation

TRUSTEE RECRUITMENT & SELECTION POLICY

*And Associate Director and Full Director
Information and guidance*

Trustee Recruitment & Selection Policy – MASTER V6
Last reviewed – July 2020
Next review – July 2021
Authorised:

Introduction

The policy has been designed as a guide to support Bedfordshire and Luton Community Foundation (BLCF) Board of Directors Recruitment & Selection Processes to include Full Director and Associate Director positions.

The Board must seek to be representative of the people with whom the organisation works and must have available to them all the knowledge and skills required to run the organisation. Individual Trustees must have enough knowledge, both of their role, of trusteeship in general and of the organisation's activities, to enable them to carry out their role and to represent the organisation at meetings and other events. This policy sets out how Bedfordshire and Luton Community Foundation intends to recruit a robust and effective board of trustees.

1. Statement of Policy

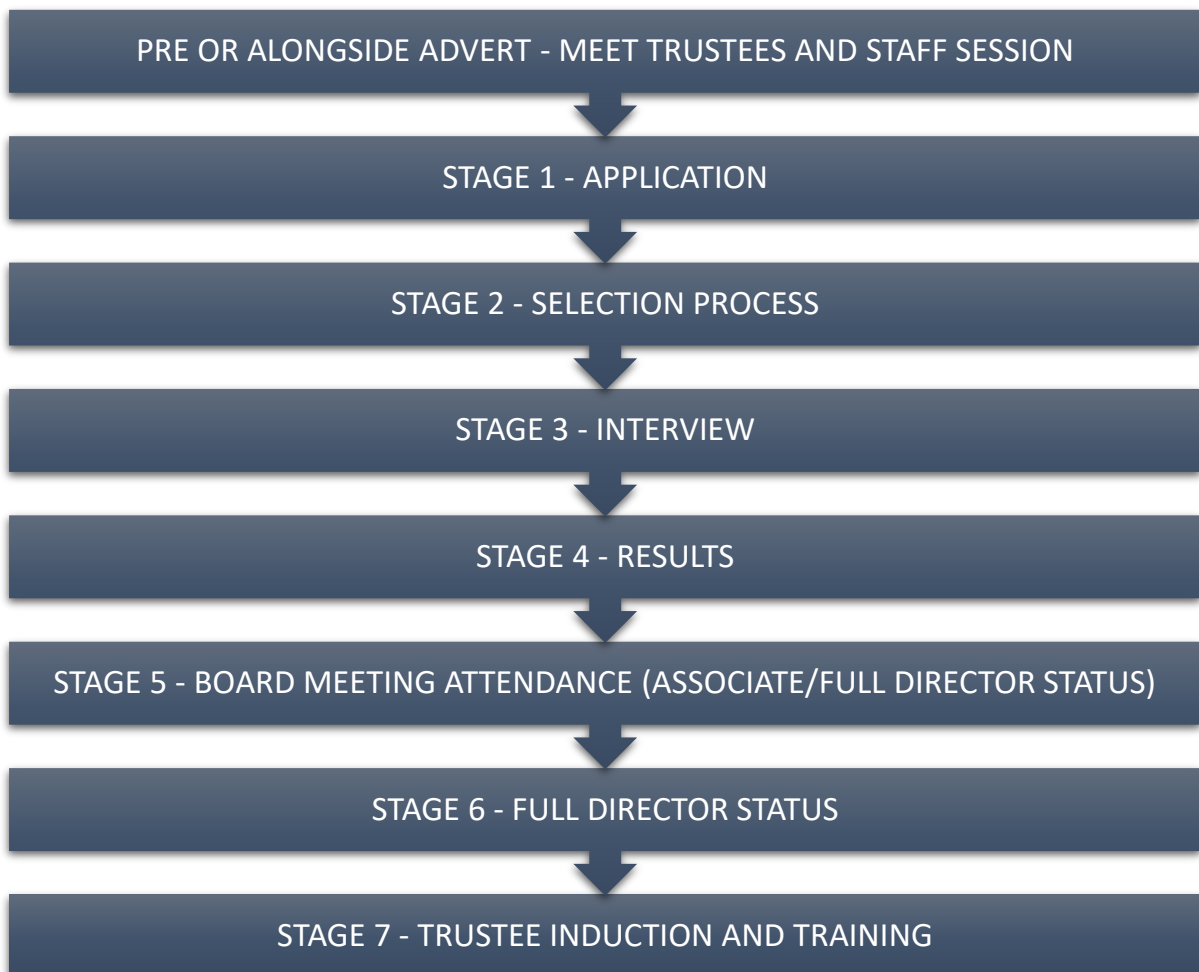
- 1.1. The Board maintains a regular overview regarding the breadth of knowledge and skills within the organisation and seeks to ensure that a broad mix of skills are represented. The Board is committed to the principle of equality of opportunity for all Trustees and prospective Trustees.
- 1.2. Board Skills Audits are held regularly to ensure that appropriate consideration reflects a fair representation of diversity to collate data in relation to Trustee Skills.
- 1.3. Analysis of the Board Skills Audit and Demographic Data Results identifies the gaps in the Boards representatives. The Board seek to fill any given vacancies by using open and transparent recruitment methods. 'Advertisements' will be visible in diverse media platforms.
- 1.4. The Board aim to recruit from a diverse group of people with varied geographical, social, economic, environmental, business and cultural backgrounds and skills by maintaining an age and gender balance and (those underrepresented i.e. with a disability, and not limited to).
- 1.5. BLCF 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

2. Recruitment and Selection Process

- 2.1 BLCF have undergone a review of their recruitment and selection process. This process applies to the Board of Trustees. New guidance has been implemented to ensure that BLCF execute a robust and fair process.
- 2.1 The Board will identify the need to recruit additional Trustees through carrying out an annual review of the skills of the Trustees on the Board and associated Committees, and also if a Trustee resigns, their term of office ends and they are not seeking re-election or their request for re-election is not successful.

TRUSTEE RECRUITMENT & SELECTION – PROCESS AND INFORMATION

- The Nominations Committee will consist of a minimum of 6 members. Members will be selected from the Board of Trustees.
- The CEO and the Chair of the Board of Trustees are exempt from the Recruitment Process.
 - *Please note: the role of the Chair of the Board of Trustees is to welcome and introduce successful Applicants to the CEO at the end of the process following Applicant acceptance of the position.*
- The Advertisement and Role Description will be available to view on BLCF website, together with details of the application process and all other diverse media and existing platforms.
- Interested Applicants will be invited to attend a 'Meet the CEO, Chair of Trustees, Trustees and Staff at a pre-arranged event (light touch, tea, biscuits and an opportunity to understand BLCF work). Timings will vary aligned to organisational logistics (afternoon/evening etc).
- Full Training will be provided for the Nominations Committee (followed by regular training sessions and when a new Trustee joins the Nominations Committee).



3. Stage 1 - Application Process

Information:

The application form contains the qualities of the person that is required for a Trustee position and is an essential source of information for the selection criteria.

Setting standards, experience or personal attributes may unfairly and unlawfully discriminate and result in the best person not being selected. (*The purpose of the Application Form is to determine that applicants have the skills and knowledge required to meet the organisations aim and objectives. It will also identify key values that match those of the organisation*).

It is worthy of note that the process below is the same for a Board Trustee Application or an Associate Director position. BLCF will determine the need for a full time Trustee position or an Associate Director position.

If an applicant is successful it is probable that they will be offered an Associate Director position in the first instance before proceeding to a Board Trustee position.

3.1. Stage 1 – Application

Applicants will be invited to complete an Application Form.

4. Stage 2 - Selection Process

4.1. Applications will be considered by 2 members of the Nominations Committee.

4.2. Completed Application Forms will be reviewed against the criteria and those shortlisted will be invited to attend for an interview.

4.3. Responses will be anonymised, and the two members will be independent of the Interviewing Panel.

4.4. Applicants who are successfully shortlisted will be invited to interview.

4.5. Applicants who have not been successful at shortlisting will be informed.

4. Stage 3 - Interview

The interview consists of a set number of questions that are 'put' to each Applicant. The Board Members are provided with a pack of interview questions along with Applicant Marking Sheets. These sheets will be kept on file for 12 months and any Applicant will be able to seek feedback.

The questions are marked and scored against – Not Met (NM), Part Met (PM), Met (M) and Met Plus (M+). Those that do not meet the required marking guidelines will be unsuccessful, however can apply again in 12 months' time.

4.1. **Stage 3 - Interview** - The interview will take place with 3 members of the Nominations Committee which make up the Interview Panel and not those who were involved in Stage 2, this ensures a fair and transparent process.

5. Stage 4 – Results

5.1 Stage 4 – Results – Following Applicant interviews both successful and unsuccessful interviewees will be informed.

5.2 The successful Applicants are invited by the Chair on behalf of the Board to accept or decline nominations as Associate Directors.

5.3 The Chair will invite the successful applicants to meet the CEO and Staff before or after the first scheduled Board Meeting.

6. Stage 5 – Board Meeting Attendance (Associate/Full Director Status)

6.1 Stage 5 – Board Meeting Attendance - Any prospective Applicants identified by the Nominations Committee are first invited to attend 2 Board meetings in the role of Associate Director before possible election as a full Director/Trustee.

The Chair will meet with Associate Directors within 4 weeks of their second Board meeting to discuss one of the three outcomes:

- a. *The Chair gives reasons and feedback why the Associate Director will not be asked to continue with the organisation as a Full Director*
- b. *The Associate Director gives reasons why s/he wishes not to pursue as a Full Director*
- c. *The Chair confirms appointment of Full Director*

6.2 An Associate Director is a co-opted member of the Board and is not required to be registered as either a Trustee of the Charity, nor a Director of the Company.

6.3 Associate Directors may participate in the general discussions of the Board and in any of the Task and Finish Groups but are not entitled to vote on any subject. Associate Directors have no legal liability, or responsibility for the running or management of the Charity.

6.4 Associate Director/Co-opted members of the Board are volunteers and should not be out of pocket as a result of their service when working on BLCF business.

6.5 In addition to reimbursing direct expenses incurred, the Foundation is currently exploring the reimbursement for those co-opted for loss of earnings resulting from participation in Foundation business.

7. Full Directorship

7.1 Stage 6 – Full Director Status - At the AGM or after attending two Board meetings, whichever is the sooner, the Associate Director may be invited to become a full Director of the Charity should they so wish and should the Board consider it appropriate.

7.2 They will be included on the Board of Directors and list of Trustees of the Company and Charity and take on the full responsibilities that these appointments entail.

8. Trustee induction and Training

8.1. All newly appointed Trustees are provided with a detailed induction pack that includes information about the purpose and methods of the Foundation.

8.2. All newly appointed and longer serving Trustees are encouraged to spend time on a regular basis in the company of the Chief Executive to shadow their work and to gain a deeper understanding of the role of the Foundation within the local community.

8.3. Copies of appropriate Charity Commission publications are provided to all Trustees.

8.4. All Trustees are asked if they would like to be included on the e-mail mailing list of the UK Community Foundations network which provides information and guidance.

8.5. Trustees are encouraged to attend the bi-annual UK Community Foundations conference.

8.6. Regular electronic updates are sent to all Trustees outlining Foundation issues and to highlight national and regional issues that are relevant to our work.

8.7. New Trustees are provided with a Mentor, an existing Trustee who they are encouraged to meet with and discuss any Foundation issues or challenges that may arise. The Mentor is there to support the New Trustee in learning the business of the Foundation relevant to their role.

8.8. All Trustees should have an annual review with the Chair of the Board of Trustees. This is a reflection on the year and provides a safe space to discuss opportunities or any relevant matters on an informal basis.

9. Transparency and Reporting

In the analysis of the annual accounts, the total amounts claimed in expenses will be shown, for each Trustee and each co-opted member, by name.

The number of Board Meetings attended by trustees and co-opted will also be reported in the annual accounts.

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