TRUSTEE RECRUITMENT, APPOINTMENT AND DEVELOPMENT POLICY

PRN-141: Trustee Recruitment, Appointment and Development Policy
Company Name: AI Auto-Tech Ltd
Trading/Business Name: CAREHOPES
Company Registration Number: 15556946
SIC Code: 88100 – Social Work Activities Without Accommodation for the Elderly and Disabled
Email: admin@carehopes.com
Version Number: V01 20260815
Date of Review: (August 2026)

---

1. Purpose

The purpose of this policy is to establish a clear, fair, transparent, and effective framework for the recruitment, appointment, induction, support, development, and succession planning of Trustees.

The organisation recognises that effective governance depends upon Trustees who possess the skills, experience, values, diversity, and commitment required to provide strategic leadership and oversight.

This policy aims to:

- Support strong governance.
- Attract suitable Trustee candidates.
- Promote diversity and inclusion.
- Ensure appropriate induction and training.
- Support Trustee development.
- Strengthen Board effectiveness.
- Support succession planning.

---

2. Scope

This policy applies to:

- Existing Trustees
- Prospective Trustees
- Board Members
- Directors involved in recruitment activities

- Governance Committees
- Individuals involved in Trustee selection processes

---

3. Policy Statement

The organisation is committed to recruiting and developing Trustees who:

- Demonstrate integrity and good judgement.
- Share the organisation's values.
- Support the organisation's aims and objectives.
- Contribute positively to governance.
- Act in the best interests of beneficiaries.
- Understand their legal and ethical responsibilities.

Trustee recruitment and development processes will be objective, transparent, inclusive, and based on organisational needs.

---

4. Governance Principles

Trustee recruitment and development will be guided by:

Integrity

Trustees must act honestly and ethically.

Accountability

Trustees must be accountable for decisions and actions.

Diversity

The Board should seek a wide range of perspectives, backgrounds, and experience.

Transparency

Recruitment and appointment processes should be clear and documented.

Continuous Improvement

Trustees should engage in ongoing learning and development.

---

5. Trustee Role Overview

Trustees are responsible for:

- Strategic leadership.
- Governance oversight.
- Financial stewardship.
- Risk management.
- Safeguarding oversight.
- Legal compliance.
- Supporting organisational sustainability.

Trustees are not responsible for day-to-day operational management unless specifically authorised.

---

6. Trustee Eligibility

Individuals considered for Trustee positions should:

- Support the organisation's aims and values.
- Be willing to devote sufficient time to the role.
- Demonstrate sound judgement.
- Be able to act independently.
- Be capable of fulfilling legal responsibilities.

Applicants must not be disqualified from acting as Trustees under relevant legislation.

---

7. Trustee Skills and Experience

The organisation will seek Trustees with a range of skills and expertise, which may include:

- Governance
- Finance
- Health and Social Care
- Safeguarding
- Legal Services
- Human Resources

- Community Development
- Charity Leadership
- Equality and Inclusion
- Marketing and Communications
- Information Technology
- Fundraising

The Board should collectively maintain an appropriate balance of skills and experience.

---

8. Diversity and Inclusion

The organisation is committed to promoting diversity within governance structures.

Recruitment processes will encourage applications from individuals with differing:

- Ages
- Backgrounds
- Experiences
- Ethnicities
- Cultures
- Faiths
- Disabilities
- Genders
- Perspectives

A diverse Board can strengthen governance, decision-making, and community representation.

---

9. Identifying Recruitment Needs

Before recruitment begins, the Board should consider:

- Current Board composition.
- Skills gaps.
- Diversity objectives.

- Succession planning requirements.
- Future organisational needs.

A Trustee skills audit may be used to identify recruitment priorities.

---

10. Trustee Recruitment Process

Recruitment should normally follow the following stages:

Stage 1

Identify vacancies and Board requirements.

Stage 2

Publicise opportunities.

Stage 3

Receive expressions of interest or applications.

Stage 4

Assess suitability.

Stage 5

Conduct interviews or discussions.

Stage 6

Make appointment decisions.

Stage 7

Provide induction and support.

The recruitment process should be documented.

---

11. Advertising Trustee Opportunities

Trustee opportunities may be promoted through:

- The organisation's website.
- Volunteer platforms.
- Community organisations.
- Professional networks.

- Social media.
- Trustee recruitment services.

Recruitment materials should clearly explain:

- The purpose of the role.
- Responsibilities.
- Time commitments.
- Required skills and experience.

---

12. Trustee Applications

Prospective Trustees may be asked to provide:

- Application forms.
- Expressions of interest.
- Curriculum vitae.
- Supporting statements.

Information gathered should assist the Board in assessing suitability.

---

13. Interviews and Discussions

Potential Trustees should normally participate in an interview or discussion with representatives of the organisation.

Discussion topics may include:

- Motivation for joining the Board.
- Relevant experience.
- Governance understanding.
- Safeguarding awareness.
- Values and ethical standards.
- Availability and commitment.

---

14. Suitability Checks

The organisation may undertake appropriate checks including:

- Identity verification.
- Reference checks.
- Eligibility assessments.
- DBS checks where appropriate.
- Conflict of interest declarations.

Any checks undertaken should be proportionate and lawful.

---

15. Appointment of Trustees

Appointment arrangements should comply with:

- The organisation's governing document.
- Relevant legislation.
- Constitutional requirements.

Appointments should be formally recorded.

New Trustees should receive written confirmation of appointment.

---

16. Trustee Terms of Office

Terms of office should be clearly defined within governing documents.

The Board may establish:

- Fixed appointment periods.
- Reappointment arrangements.
- Maximum terms where appropriate.

Term arrangements help support effective succession planning.

---

17. Trustee Induction

All newly appointed Trustees should complete an induction programme.

Induction should cover:

- Organisational history and purpose.

- Governance arrangements.
- Legal responsibilities.
- Financial oversight.
- Safeguarding responsibilities.
- Strategic priorities.
- Key policies and procedures.

Induction should be completed within a reasonable timeframe following appointment.

---

18. Trustee Induction Pack

An induction pack may include:

- Governing documents.
- Strategic plans.
- Recent Board minutes.
- Annual reports.
- Financial information.
- Key policies.
- Trustee role description.

The induction pack should support understanding of governance responsibilities.

---

19. Trustee Training

Trustees should have access to ongoing training relevant to their responsibilities.

Training topics may include:

- Governance
- Safeguarding
- Finance
- Risk management
- Equality and diversity
- Cyber security

- Charity law
- Board effectiveness

Training requirements should be reviewed periodically.

---

20. Continuous Professional Development

Trustees are encouraged to:

- Attend training events.
- Participate in governance forums.
- Engage in self-directed learning.
- Keep knowledge and skills up to date.

Continuous development contributes to effective governance.

---

21. Trustee Conduct

Trustees are expected to:

- Act with integrity.
- Maintain confidentiality.
- Act in the organisation's best interests.
- Declare conflicts of interest.
- Attend meetings regularly.
- Respect collective decision-making.

Trustee conduct should reflect organisational values.

---

22. Attendance and Participation

Trustees should:

- Attend Board meetings regularly.
- Prepare adequately for meetings.
- Participate constructively.
- Contribute to discussions and decision-making.

Persistent non-attendance may require review.

---

23. Conflicts of Interest

Trustees must:

- Declare conflicts promptly.
- Act transparently.
- Follow Conflict of Interest procedures.

A Register of Interests should be maintained and reviewed regularly.

---

24. Trustee Appraisal and Review

The organisation may undertake periodic reviews of:

- Trustee performance.
- Board effectiveness.
- Governance arrangements.
- Skills and development needs.

Reviews should focus on improvement and development.

---

25. Board Skills Audit

The Board may periodically complete a skills audit to assess:

- Existing expertise.
- Recruitment priorities.
- Succession planning needs.
- Training requirements.

Findings should inform governance planning.

---

26. Succession Planning

The organisation will seek to maintain effective governance through succession planning.

This may involve:

- Identifying future leadership needs.
- Planning recruitment activities.
- Supporting leadership development.
- Maintaining continuity of governance.

Succession planning reduces risks associated with Board vacancies.

---

27. Resignation of Trustees

A Trustee may resign in accordance with the organisation's governing documents.

Upon resignation:

- Relevant records should be updated.
- Organisational property should be returned.
- Confidentiality obligations remain in place.

An exit discussion may be offered where appropriate.

---

28. Removal of Trustees

Trustees may be removed in accordance with:

- Governing documents.
- Legal requirements.
- Applicable governance procedures.

Any such actions should be fair, lawful, and properly documented.

---

29. Trustee Expenses

Trustees may be reimbursed for reasonable authorised expenses incurred while undertaking Trustee duties.

Expense claims should:

- Follow organisational procedures.
- Be supported by appropriate evidence.

- Be approved appropriately.

Trustee roles are normally unpaid unless otherwise authorised.

---

30. Governance Records

The organisation will maintain records relating to:

- Trustee appointments.
- Terms of office.
- Training completed.
- Declarations of interest.
- Attendance records.
- Induction completion.

Records should be accurate and secure.

---

31. Case Study

Scenario: Recruiting a New Trustee with Safeguarding Experience

A Board skills audit identifies a need for additional safeguarding expertise.

Action Taken

- A Trustee opportunity is advertised.
- Applications are reviewed.
- Suitable candidates are interviewed.
- A candidate with safeguarding and community care experience is appointed.
- A structured induction programme is completed.

Outcome

The Board strengthens its safeguarding oversight and organisational governance.

Learning Point

Planned recruitment based on identified governance needs helps improve Board effectiveness and organisational performance.

---

32. Responsibilities

Board of Trustees

Responsible for:

- Approving Trustee appointments.
- Ensuring effective governance.
- Supporting Trustee development.
- Monitoring Board effectiveness.

Chair of Trustees

Responsible for:

- Supporting recruitment activities.
- Welcoming and supporting new Trustees.
- Promoting effective Board performance.

Directors

Responsible for:

- Supporting induction arrangements.
- Providing governance information.
- Assisting with Trustee development activities.

Trustees

Responsible for:

- Participating in development opportunities.
- Maintaining competence.
- Supporting effective governance.

---

33. Monitoring and Quality Assurance

The organisation will monitor:

- Trustee recruitment activity.
- Board diversity.
- Trustee attendance.

- Training completion.
- Governance effectiveness.
- Succession planning arrangements.
- Skills audit outcomes.

Monitoring findings will inform governance improvement and Board development.

---

34. Review Arrangements

This policy will be reviewed:

- Annually.
- Following governance reviews.
- Following legislative changes.
- Following significant Board changes.
- Following organisational restructuring.

Related Policies

- Governance, Board and Trustee Responsibilities Policy
- Equality, Diversity and Inclusion Policy
- Code of Conduct Policy
- Safeguarding Policy
- Financial Management and Internal Controls Policy
- Risk Assessment Policy
- Whistleblowing Policy
- Information Governance and Cyber Security Policy