

Introduction

The West Hants Club recognises that an effective and diverse Board of Trustees is essential if the Charity is to be effective in achieving its objects. We support the Charity Governance Code and aspire to the 7 principles of Organisational purpose, Leadership, Integrity, Decision-making, risk and control, Board effectiveness, Equality, diversity and inclusion and Openness and accountability.

The board must seek to be representative of the people with whom the Charity works and must have available to them all the knowledge and skills required to run the Charity.

Individual Trustees must have sufficient knowledge, both of Trusteeship in general and of the Charity's activities, to enable them to carry out their role and to represent the Charity at meetings and other events.

This policy sets out how The West Hants Club intends to recruit a robust and effective Board of Trustees. It should be read in conjunction with the governing document.

1. Appointment process

1.1. There shall be a minimum of four and a maximum of twelve Trustees.

1.2. A person may be appointed as a Trustee for a term of three years ("Term") and may be appointed as Trustee for a maximum of three Terms.

1.3. When a Trustee position becomes available the Trustees will consider the diversity of skills, knowledge and experience amongst the remaining Trustees and what is needed for the effective administration of the Charity. The Trustees will undertake an audit of existing Trustees to identify what additional skills and experience are required which will inform the appointment process

1.3.1. If, after following the process in 1.3, the Trustees would like still like to appoint a new Trustee, and if the Trustee position becomes available from the following circumstances

- A Trustee resigning
- A Trustee's 3rd Term of appointment is about to expire;
- The Trustees determine they need more Trustees; or
- The number of Trustees falls below the minimum number required;

Then the Trustees will embark on a Trustee appointment process. This will involve contacting all existing users of the club, inviting them to apply to the Trustees to be appointed as a Trustee. The Trustees will convene a sub-committee (The Trustee Advisory Committee – TAC) who will oversee the appointment process and make a recommendation to the Trustees, on whether they think the Trustees should appoint any of the applicants.

1.3.1.1. Following one Trustee appointment process to existing club users, Trustees can consider also inviting applications from people who are not existing users of the club.

1.3.1.2. The final decision on whether to appoint new Trustees will be made by the Trustees.

1.3.1.3. Trustees will then contact all existing users of the club notifying them if any new Trustees have been appointed.

1.3.2. If a Trustee's 1st or 2nd Term of appointment is due to expire, and they are eligible and would like to be appointed for a further Term, then the Trustees will convene a sub-committee. The sub-committee will make a recommendation to the Trustees, with the Trustees then making the final decision on the re-appointment of the Trustee for another term of office.

1.3.2.1. If the Trustee is reappointed the Trustees will then contact all existing users of the Club notifying them of the re- appointment of the Trustee.

1.3.2.2. For the avoidance of doubt the Trustees will not invite all existing users of the club to apply to become a new Trustee at this time unless it triggers one of the circumstances laid out in 1.3.1 or the sub-committee decides that the Trustee who was eligible for re-appointment is no longer considered suitable to be a Trustee.

2. Eligibility

2.1. Trustees must not be disqualified from being a Trustee under the Charities Act and will be asked to sign a Declaration of Interest/Eligibility Form to this effect.

2.2. Two references will be taken.

2.3. No person may be appointed as a Trustee unless he or she has reached the age of 18 years.

3. Advertising

3.1. When a vacancy occurs, the Board will contact all existing users of the club inviting them to register their interest for the role of Trustee in The West Hants Club Newsletter. The board will also specify where there are skills gaps that would be an advantage.

3.2. External applicants may be invited if there are no suitable candidates from the first appointment process (which is reserved exclusively for existing users of the club). The vacancy will be communicated externally in a method agreed by the Trustees with wording and a timeline consistent with the advert to existing users.

4. TAC Application Process

If a vacancy occurs, the Trustees will convene a sub-committee (The Trustee Advisory Committee – TAC) who will oversee the appointment process. TAC will be made up of 3 independent people and a non-voting representative from the Board. For the avoidance of doubt "independent" being people who have not been past Board members, or are not related to / co-habitants of current or past Board members, or aren't intending to stand to be Trustees in the forthcoming appointment process. They may or may not be users of West Hants and will be recruited by the TAC Chair based on their relevant experience and skills to undertake the role.

4.1. Interested candidates will be sent a Job Role Description and Code of Conduct Policy for their information, and asked to provide a Personal Statement and current CV.

4.2. After the closing deadline, all Personal Statements and CV's will be redacted to be assessed in an anonymised format and forwarded to the Chairperson of the TAC.

4.3. The Chairperson of the TAC will convene a meeting with the TAC committee members to appraise the applications for interview.

4.4. Following the TAC meeting:

4.4.1. Unsuccessful applicants will be notified of TAC's decision in writing; or

4.4.2. Shortlisted candidates will be invited to attend an interview with TAC in writing and asked to complete a Declaration of Interest/Trustee Eligibility form to ensure that they would be eligible to become a Trustee of the club.

4.4.3. TAC will submit a report of their recommendations following the interview. At this point the board will be informed of the names of the applicants. The board will decide to either:

4.4.3.1. Not pursue an application further. Unsuccessful applicants will be written to and advised of this decision; or

4.4.3.2. Invite applicants to a final interview with the Chairperson of the Board. Candidates selected for interview will be written to and their references applied for.

4.4.4. Following an interview with the Chairperson of the Board candidates will either;

4.4.4.1. Have their appointment confirmed in writing and invited to meet the CEO for their induction prior to the next board meeting; or

4.4.4.2. Will be written to confirming that they have been unsuccessful.

5. Induction

5.1. Appointed Trustees will attend an induction meeting with the CEO where they will learn about the activities of the club and be provided with:

- A full induction pack to include:
 - o Club Vision and Values
 - o Articles of Association
 - o Previous year's Annual Report
 - o Current year Budget with Cash Flow notes
 - o The most recent Board papers
 - o Minutes of any recent sub-committee meetings
 - o Previous years audited accounts
 - o Strategic Imperatives
 - o History of the Club
 - o Staff Organisational chart
- The Essential Trustee PDF guidance
- A copy of the Charity Governance Code PDF guidance

5.2. New Trustees will be required to sign two copies of the clubs Code of Conduct Policy and retain one for themselves.

6. Post Appointment

6.1. Trustees would be introduced to key members of staff.

6.2. New Trustees will be added to the website along with a short biography.

6.3. The Chairperson of the Board will have a follow up call/meeting with new Trustees after their first board meeting.

7. Training

Trustees will be offered ongoing training opportunities and be kept up to date with Charity Commission guidance and policy news through the board meetings and via email.