



FLINTSHIRE LOCAL VOLUNTARY COUNCIL

TRUSTEE RECRUITMENT AND INDUCTION POLICY

Overview

This policy recognises that the role of Trustee involves important responsibilities, and requires not only great commitment, but also certain skills and experience. Sound Governance is vital to enable FLVC to achieve its aims and objectives, and therefore the recruitment of Trustees should be carried out with as much care as the recruitment of paid staff, in line with Equal Opportunities procedures.

This policy covers the whole process, through recruitment, selection and induction of new Trustees.

Equality commitment

FLVC believes that no person or group should be treated less favourably because of their race, religion, gender, disability, sexual orientation, age or offending background.

Trustee appointments will be monitored to ensure that the Executive Committee reflects the diversity of the communities and groups that it represents.

FLVC recognises that, apart from role related qualifications and experience, other knowledge and experience may be equally valid in the appointment of Trustees, and are particularly relevant in the case of people from groups which experience discrimination.

Where the policy refers to a disabled person, we are using the definition under the Disability Discrimination Act 1995, which states that someone is a disabled person if they have:

'A physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities'

1 POLICY

1.1 All Trustees must work for an organisation that is a member of FLVC either in a paid or voluntary capacity.

1.2 There must not be more than one Trustee from any one member organisation at any time.

1.3 Trustees must be nominated by a member organisation to take on the role of FLVC Trustee.

1.4 Trustees must ensure that they, rather than staff, retain overall responsibility and control of the Trustee recruitment, selection and induction process.

2 ROLE DESCRIPTION AND PERSONNEL SPECIFICATION

2.1 Existing Trustees must be clear what their role and responsibilities are, and the mission and aims of FLVC, in order to identify the skills, knowledge and experience required of Trustees. These will be defined in a clear role description and personnel specification.

2.2 The role description will include the following information:

- Overall role of the Trustee
- List of principal responsibilities and duties
- General duties such as attending Executive meetings, representing FLVC,
- Responsibility to work in a way that promotes equality
- Expected time commitment
- Confirmation that the post is voluntary but that expenses are paid.

2.3 A Skills Audit of all existing Trustees will take place once a year, six months after the Annual General Meeting. This will identify areas where there are skills or experience missing from the Committee in good time to address these gaps before the next AGM.

2.4 The person specification is a statement of the specific skills, knowledge, experience and attributes required to undertake the tasks involved in the role. It will be used as a basis for selecting new Trustees.

2.5 It is not necessary for all Trustees to have all the skills required by the Executive Committee. Their involvement will be particularly valued if they can bring any skills or experience that have been identified as needed and that are not already present within the existing Trustees.

2.6 No artificial barriers to age, disability, gender or race will be included, other than that Trustees must be aged 18 or over.

2.7 Formal qualifications will not usually be required unless necessary and related to the role. If so, this will be stated in the person specification.

3 IDENTIFYING NEW TRUSTEES

3.1 Specific organisations and individuals with the skills, knowledge or experience identified as lacking, will be targeted for recruitment and encouraged to seek nomination for election..

3.2 Managers of FLVC member organisations will be written to, asking them to identify Trustees, staff or volunteers within their organisation who would benefit from the experience of being a FLVC Trustee, in line with their personal career / development needs. It is important that becoming a FLVC Trustee is “sold” as being of benefit to the individual as well as of benefit to FLVC.

3.3 If individuals approach FLVC and offer to become a Trustee, they will be required to complete a skills audit form and identify what they can bring to the organisation.

3.4 For honorary officer’s roles, steps should be taken to identify Trustees who would be suitable and willing to take over these roles in the future, so that they can act as deputy to the existing honorary officer and have a smooth hand-over when the existing honorary officer resigns.

4 SELECTION PROCESS

4.1 Individuals who respond to the above “marketing” will meet with the Chief Officer and a Trustee for an informal opportunity to find out more about the organisation. This will include much of the information in the Trustee Induction Pack. In particular, potential new Trustees must understand, and agree to the following before becoming a Trustee:

- The role and legal responsibilities of a Trustee
- The Mission Aims and Objectives of FLVC
- FLVC Equal Opportunities Policy
- The Conflicts of Interest Statement
- The Confidentiality Commitment Statement
- The time commitment required of Trustees

5 MONITORING OF TRUSTEE RECRUITMENT

5.1 All new Trustees must complete an Equal Opportunities Monitoring Form so that the diversity of the Board can be constantly monitored and steps taken to address lack of representation by any groups as appropriate.

6 INDUCTION

6.1 The Chief Officer will ensure that all new Trustees sign the following:

- Confidentiality Statement
- Conflicts of Interests Statement
- Personal Details
- Forms Required by Companies House

6.2 All Trustees will receive and programme of induction, co-ordinated by the Chief Officer. A Trustee Induction Pack will be kept up to date, which will form the basis of this induction. All new Trustees will be given a copy of all documents in this pack, which will include:

- FLVC's Aims and Objectives
- Strategic Plan and Business Plan
- Details of staff structure, current staff and projects
- Roles and Responsibilities of a Trustee
- Trustee Role description
- Information about claiming expenses
- Equal Opportunities Policy
- Copies of previous minutes of board meetings and any other documents that help to provide useful background to current issues.
- List of dates of meetings and contact details for other Trustees

6.3 All Trustees will be encouraged to visit the FLVC offices and meet with staff to find out from them what they do.

6.4 There will be a minimum of one annual event arranged between all staff and Trustees, to provide an opportunity for everyone to get to know each other better and understand each other's roles.

6.5 As part of the Skills Audit, the training needs of new Trustees will be identified and a programme of training planned to meet these needs.

Approved by the Personnel committee:

Issue Number: 01

Validity

This Trustee Recruitment and Induction policy has been accepted and adopted by the Board of Trustees of Flintshire Local Voluntary Council at a meeting held on 16 June 2005

Signed _____ Date.....
Chair of the Board

Signed _____ Date.....
Vice-Chair of the Board