



Healthy Abingdon

Trustee recruitment procedure

Introduction

Trustees play an important role in the governance of a charity as set out in the Charity Commission Guidance document CC3. It is therefore important that we have a good procedure for their recruitment.

Procedure

On a regular (typically annual) basis we will consider the number the skills of existing trustees and decide whether we need to recruit new trustees. The recruitment procedure will be as follows.

- Advertise for trustees by a variety of means including direct invitations.
- Ask interested people to complete an application form.
- Make a preliminary assessment of applicants on the basis of the application form and an informal meeting with the chair.
- Invite suitable candidates to attend at least one trustee meeting as an observer. They will be welcome to contribute to the meeting but not vote. They would have to sign a confidentiality agreement before attending a meeting.
- If both the candidate and trustees feel that appointment of the candidate is in the interests of Healthy Abingdon, the candidate's referees will be asked to provide references.
- If the references are satisfactory, the candidate will be formally appointed as a trustee at the next trustees' meeting.
- The responsible trustee will update the information held by the Charity Commission.

In the following special circumstances, trustees may waive some steps in this procedure:

- The applicant has been working for some months as a registered volunteer with the charity
- The applicant holds or has held a significant position of trust in the community which qualifies them for the role of trustee.

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