

Trustee Recruitment Policy

1. Statement

- a) London Tigers recognises that an effective board of trustees is essential for the charity to be effective in achieving its objects.
- b) The board must seek to be representative of the people with whom the charity works and must have available to it all of the knowledge and skills required to run the charity.
- c) London Tigers 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.
- d) 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.
- e) This policy sets out how London Tigers intends to recruit a robust and effective board of trustees.

2. Governing Document

London Tigers seeks to have at least 7 trustees on its board, 5 elected at AGMs and 2 independent trustee co-opted by the board.

Under no circumstances shall any of the following serve as Trustees:

- a) a person aged less than 18 years;
- b) a person who is an undischarged bankrupt or has made any composition or arrangement with creditors;
- c) a person who has an unspent conviction involving dishonesty or deception or who is otherwise disqualified by law from serving as a Trustee.

3. Recruitment/Appointment Panel

When a need has been identified to recruit trustees the Finance and Personnel sub-committee will manage the process. This will include the Chair and at least one other trustee together with any other people deemed appropriate by the trustees. The sub-committee will have responsibility for ensuring that the remainder of the recruitment and induction process is carried out. Responsibility for recruiting trustees will not be delegated to employees although employees may be given specific administrative tasks by the sub-committee.



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4. Skills Audit

Whenever a trustee departs a skills audit of the board will be done. Efforts at recruiting a replacement will take account of the skills audit and of the skills being lost by the departure. Consideration must also be given to any specific roles or duties that the individual leaving the board was undertaking.

5. Recruitment

Once the ideal skill/experience profile has been identified a recruitment plan will be formulated. This will identify the most appropriate resources from which applicants might be found. Preference should be given to advertisement in the media, volunteer bureau, and direct approaches to professional bodies and to other voluntary organisations over approaches to personal contacts as the intention is to promote diversity and to avoid conflicts of interest.

London Tigers 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.

People enquiring to become trustees will be sent appropriate documentation about the charity, introductory material about trusteeship and will be asked to complete an application form. Arrangements will be made to assist any potential applicant with specific needs in relation to completion of the form or access to the supporting materials.

6. Interview, Selection & Appointment

Applicants who appear suitable will be invited to attend a trustee meeting as an observer and will receive further information regarding the role of being a trustee. In the event of there being a large number of applicants those most closely matching the skills required will be approached at this stage in preference to less suitable applicants however, consideration will be given to appointing more than one suitable applicant. As a minimum, and if not sent earlier in the process, applicants will be provided with:- a copy of the latest accounts of the charity; Charity Commission Publication CC3- 'Responsibilities of Charity Trustees'; a copy of the charity's governing document; a copy of the minutes of the last board meetings (edited to conform with the principles of data protection if necessary); a trustee 'job description'; relevant policies including those regarding equal opportunities and conflicts of interest; a copy of this policy.

The applicant will then be interviewed by the recruiting panel and efforts will be made to answer any questions that they may have. The applicant will be asked to declare any conflicts of interest and will be required to provide two references which will be taken up prior to the next board meeting. The applicant will be required to sign a declaration that they are not disqualified from being a trustee.

The requirement to attend trustee induction sessions will be described. It is the responsibility of the trustees on the recruiting panel to ensure that references are obtained and all other relevant recruitment checks are completed.

The applicant will be asked whether or not they wish to be appointed and will be given the opportunity to attend a further meeting as an observer should they wish to do so.

The observations and recommendations of the panel will be put to the following board meeting and a vote taken in accordance with the procedure for appointing co-opted trustees detailed in the governing document.

7. Induction

New board members must have the opportunity to learn how to carry out their responsibilities and know what support they can expect. A thorough induction process is an essential introduction to London Tigers. It should ensure that each new member acquires the necessary detail of how the organisation and the Board of Trustees work, so that they can play a full part in discussion and decision-making.

An induction plan might include:

- a welcome meeting and tour of the organisation to meet its staff, volunteers and beneficiaries.
- a meeting with a small group of trustees, including the Chair, to brief the new member on what is going on in the organisation, recent key decisions, challenges, and longer-term plans.
- providing copies of all relevant charity documents