

TRUSTEE APPOINTMENT AND VETTING POLICY AND PROCESS

Note. See Constitution for full details of FCA rules governing the appointment of trustees.

1. Identify the need for new trustees – either to fill vacancies, or to provide specific skills.
2. If appointed by an Affiliated Group, proceed to step 4.
3. If not appointed by an Affiliated Group, take the following steps:
 - a. Agree and list the skills, experience and knowledge needed.
 - b. Agree responsibilities and a process for recruitment, taking care to comply with any specific requirements set out in the Constitution. The whole trustee board controls the process and decisions.
 - c. Consider how to recruit candidates with the skills needed.
 - d. Interview candidates against agreed criteria, asking each candidate similar questions to ensure a fair and objective approach. Keep notes of each interview.
 - e. Select candidates.
 - f. Invite preferred candidates to join the trustees, subject to references, formal vetting and approval by the full trustee board.
4. Vet nominated trustees
 - a) Check the candidates have not been disqualified from acting as trustees
 - b) Ask candidates to confirm in writing that this is the case.
 - c) Ask candidates to consider and declare any existing or potential conflicts of interest.
 - d) If the charity works with children or vulnerable adults, seek any appropriate checks from the Disclosure and Barring Service.
 - e) If trustee is not known to the existing trustees, consider more detailed checks.
5. If the checks and declarations are satisfactory, decide to go ahead and formalise the appointment of new trustees.
6. Check the charity's governing document to ensure that the new trustees are appointed in a proper and legal way.
7. Send an information pack about the charity to new trustees, and brief them on their duties.
8. Welcome the new trustees to their first board meeting.
9. Notify Charity Commission and Entrust of the new appointments.