



Trustee Recruitment Policy

Purpose of the Policy

This policy sets out how Spinnaker Trust intends to recruit a robust and effective board of trustees.

Spinnaker Trust recognises that an effective board of trustees is essential if the charity is to be successful in achieving its objectives.

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.

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.

Governing Document

Relevant sections from the Articles of Association of the Charity are:

No 19: Directors

- A Director must be a natural person aged 18 years or older
- No one may be appointed a Director if they would be disqualified from acting under the provisions of Article 31

No 20: The number of Directors shall not be less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

No 22: A Director may not appoint an alternate director or anyone to act on his or her behalf at meetings of the Directors.

Process

When a need has been identified to recruit trustees, a sub-committee will manage the process. This will include at least two trustees, together with any other people deemed appropriate. 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.

Skills Audit

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

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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.

Spinnaker Trust seeks to ensure diversity on 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 about becoming trustees will be sent appropriate documentation about the charity, introductory material about trusteeship and will be asked to complete a trustee's questionnaire.

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. Applicants will be provided with: a copy of the latest accounts of the charity; Charity Commission Publication CC3- 'The Essential Trustee'; a copy of the charity's governing document; a copy of the minutes of the last three board meetings (edited to conform with the principles of data protection if necessary); 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. The applicant will be required to sign a declaration that they are not disqualified from being a trustee as per section 72 (1) of The Charities Act 1993. The requirement to attend trustee induction sessions will be described. It is the responsibility of the trustees on the recruiting panel to ensure that all relevant checks are completed.

The applicant will be asked whether 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 trustees detailed in the governing document.

Induction

New trustees will be given a new trustees pack containing:

- Vision and goals statement
- Trustee questionnaire (to be signed and returned)
- Basis of Faith (to be signed and returned)
- Articles of Association
- Annual Report and Accounts
- Minutes of recent Meetings
- Access to policies and procedures
- Recent Newsletter and other promotional materials
- 'The Essential Trustee' guide
- During the induction process, new trustees will be able to sit in on meetings, meet with core staff members and attend events and activities carried out by the Charity.



Retaining & Developing the Board

Trustee membership will remain a high priority on the agenda at meetings. The trustee portfolio and the consideration of new appointments required will constantly be under scrutiny to ensure that the board is well equipped to meet the needs of Spinnaker Trust in its aims to fulfil the stated vision.

All Spinnaker Trust policies and procedures can be found on the team page of our website: www.spinnaker.org.uk/policies

Approved by the Board of Trustees On: 29/09/25

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