

## Trustee Recruitment Policy

### Introduction

Cheshire Community Foundation (CCF) recognises the importance of having a diverse, skilled, and dedicated Board of Trustees to guide the Foundation in achieving its mission. This policy outlines the process for recruiting and selecting Trustees, ensuring that the process is transparent, fair, and in line with best practice as recommended by the Charity Commission.

### Purpose

The purpose of this policy is to:

- Ensure a clear and consistent approach to the recruitment and selection of Trustees.
- Promote diversity and inclusivity within the Board.
- Ensure that CCF continues to benefit from a broad range of skills, knowledge, and experience.
- Comply with legal and regulatory requirements as set out by the Charity Commission.

### Key Principles

- **Equality and Diversity:** CCF is committed to promoting equality and diversity in all its activities. The recruitment process will be open to individuals from all backgrounds, ensuring that no candidate is disadvantaged based on race, gender, age, disability, sexual orientation, religion, or belief.
- **Transparency:** The recruitment process will be conducted in an open and transparent manner, with clear communication throughout.
- **Skills and Experience:** The selection of Trustees will be based on the skills, experience, and qualities needed to complement the existing Board and meet the strategic needs of the Foundation.

### Trustee Role Description and Person Specification

A role description and person specification will be prepared and reviewed periodically to ensure that it reflects the current needs of the Board. This document will include:

- The responsibilities and duties of a Trustee.
- The skills, experience, and attributes required or desirable in a candidate.
- The time commitment expected.

### Recruitment Process

#### Identification of Needs

The Board of Trustees will regularly review its composition to identify any gaps in skills, experience, or diversity. When a vacancy is identified, the Board will determine the specific requirements for a new Trustee.

## **Advertising and Promotion**

Where required, vacancies will be advertised to attract a diverse range of candidates. This may include:

- CCF's website and social media channels.
- Local and national media.
- Relevant sector-specific networks and publications.
- Outreach to underrepresented groups.

## **Application Process**

Interested candidates will be invited to submit an expression of interest, which may include:

- A cover letter outlining their interest in the role and how they meet the person specification.
- A curriculum vitae (CV) or résumé.
- Any other documentation as required by the Board.

## **Selection Process**

The selection process will typically involve:

- An initial screening of applications by a designated committee or group of Trustees, where required.
- Shortlisting of candidates based on the person specification, where required.
- An interview with selected candidates, which may include current Trustees and/or the Chief Executive.
- Reference checks and any other necessary due diligence.

## **Appointment**

Following the interview process, the committee will make a recommendation to the Board. The final decision will be made by the full Board of Trustees. Successful candidates will be formally invited to join the Board, subject to the completion of necessary formalities (e.g., DBS check, if applicable).

## **Induction and Training**

New Trustees will receive an induction to ensure they understand their roles and responsibilities. This may include:

- A formal induction session covering CCF's mission, values, governance structure, and key policies.
- Opportunities to meet with staff and other Trustees.
- Ongoing training and development opportunities relevant to their role.

## **Monitoring and Review**

This policy will be reviewed by the Board of Trustees every three years or more frequently if necessary. The effectiveness of the recruitment process will also be evaluated after each round of recruitment to ensure continuous improvement.

## **Confidentiality**

All information received in the course of the recruitment process will be treated as confidential and processed in accordance with CCF's data protection policies.

## **Compliance**

This policy complies with the guidance provided by the Charity Commission in the document "Finding New Trustees: What Charities Need to Know (CC30)" and is aligned with best practices in charity governance.