

YogaMobility Trustee Recruitment Policy

Statement

YogaMobility understands the requirement to maintain a board of trustees as the legally responsible body for the charity. We recognise that an effective board of trustees is essential if the charity is to be well governed and achieve its objects.

While ensuring that the board of trustees has the knowledge and skills to govern the charity within the terms set out by the Charity Commission, we will seek also to represent the client group.

Individual trustees must have sufficient knowledge of both trusteeship and the charity's activities, to enable them to carry out their role.

This policy sets out how YogaMobility will manage the recruitment and maintenance of a robust and effective board of trustees.

Recruitment

The appointment of a new trustee is an important matter which will lead to a balanced and effective trustee board and a well governed and effective charity. Existing trustees are legally responsible for the recruitment of new trustees and must retain overall control of the recruitment and induction process.

Rules governing the appointment of Trustees

In the Governing Documents (Constitution) there is no maximum number of Trustees set, but there should, at any one time, be in place a minimum of 3 Trustees which represents the quorum. As a small charity with a need for rapid decision-making, we aim to maintain a small board of trustees.

A trustee should have management experience, for example, in bookkeeping, charity law, general business management and/or in working with disabled people.

A Trustee must be over 16 years of age.

A Trustee must not be disqualified by law from acting as a trustee.

Process for appointment of Trustees.

Potential Trustees can be recruited through:

- Recommendation
- Referral from a recruiting organisation (e.g. Council for Voluntary Services)
- Self-Referral
- Advertisement following a skills audit which identifies gaps.

Nine Step Recruitment process.

1. YogaMobility will identify the need for new trustees due to resignations or specific skills need.
2. Via a skills audit the trustees will agree what skills, experience and knowledge are needed and create a short trustee job description and person specification.
3. The trustees will agree responsibilities and decide which methods will be used to attract a diverse range of candidates with the relevant skills. This must comply with the requirements set out in the governing document.
4. Potential trustees will be met by 2 board members for an informal interview. During this meeting the following information will be ascertained:
 - Skills
 - Background
 - Experience of working within a governance role.

The purposes and aims of YogaMobility will be explained as well as the broader duties and responsibilities of trustees. This is a two-way process giving prospective trustees the opportunity to find out more about being a trustee for YogaMobility and to decide whether they are still interested. Written material will be provided to back up the information given.

5. Successful candidates will be invited to attend the next board meeting as an observer. Following this meeting the candidate may be asked to observe a second meeting if they wish or invited to join the board of trustees subject to references, formal vetting and approval by the full board. Unsuccessful candidates will be notified and thanked for their interest. Further feedback will be provided if requested.
6. Vetting potential trustees – The potential trustee will be asked to complete a “Declaration of eligibility for newly appointed trustees” (Appendix 1) and to consider and declare any existing or potential conflicts of interest.

The names of all potential trustees will be checked against the Disqualified Directors register at Companies House and the Charity Commission’s (CC) register of all persons removed as a charity trustee, either by the CC or by an Order of the High Court since 1st January 1993.

Criminal Records Disclosures will be obtained for any trustees who will be involved in regular face to face contact with class members.

7. In the light of a satisfactory vetting outcome, the board will vote to confirm the appointment of the new trustee/s and the trustee/s will be sent a letter of appointment.
8. An information pack about the charity will be sent to the new trustee/s (Appendix 2)
9. The Company Secretary will notify all relevant parties, such as Companies House and The Charity Commission of the new appointment/s. The appointments will also be mentioned in the next edition of the newsletter.

Appendix 1

YogaMobility will use the Model Declaration of Eligibility for Newly appointed Trustees from the Charity Commission website (www.charity-commission.gov.uk/Library/guidance/sampledccc30.pdf)

Appendix 2

Induction Programme

All Trustees should receive:

- A trustee 'job description'
- A copy of the Articles and Memorandum of Association
- A copy of the Business Development plan
- A copy of the 3 previous board meeting minutes
- A copy of the previous year's Annual Report and Financial Report
- Copies of any relevant policies

All Trustees should make themselves familiar with:

- Charity Commission CC3 – The Essential Trustee: what you need to know
<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>
- Charity Commission CC10 – the Hallmarks of an Effective Charity
https://assets.publishing.service.gov.uk/media/5a74792240f0b646cbc40158/CC10_LowInk.indd.pdf

All Trustees should:

- visit one of the current YogaMobility classes and meet the class members as soon as possible
- Meet all the current trustees and tutors, if they have not already done so
- Be introduced to any professional advisors retained by YogaMobility
- Attend training in the Roles and Responsibilities of Trustees (if they have no previous experience in this area)