Trustee Recruitment Policy

The Friends of Beverley Minster

Adopted on: 20/8/2025
Review date: August 2028

1. Purpose of the Policy

This policy sets out how The Friends of Beverley Minster will recruit, select, and appoint trustees. Our aim is to ensure The Friends Council has the right mix of skills, experience, and perspectives to fulfil our charitable objectives.

This policy should be read in conjunction with the constitution of The Friends.

Please note that this process does not include those trustees appointed by The Old Fund and PCC who have their own processes for selecting representatives.

2. Principles

In identifying potential new trustees, the Council will consider the following key principles:

- Recruit trustees based on the skills, knowledge, and experience needed for the effective governance of The Friends.
- Comply with the constitution of the Friends and any requirements of charity law and other legislation.
- Encourage diversity and inclusion to ensure a broad range of perspectives.

3. Identifying Recruitment Needs

The Council will periodically:

- Review the skills, experience, and diversity of the trustee body (for example by using a skills audit).
- Identify gaps and determine the type of candidate(s) we need to recruit.
- Consider succession planning to ensure smooth transitions, particularly for officer roles.

4. Advertising Vacancies

In the event that the Council decide that additional trustees are needed, for example where numbers are becoming too low or particular skills are required, it may seek to identify potential recruits. This may occur, for example, through existing contacts with members and others, or by advertising publicly, eg in our newsletter, on our website or social media. Advertisements should include a role description and person specification. Consideration should also be given to the time commitment required from any prospective candidate.

5. Eligibility Checks

Before appointment, we will ensure that all prospective trustees:

- Have completed the required declaration of eligibility.
- Understand their legal duties as charity trustees.
- Provide proof of identity and any other relevant information (if required).

6. Selection Process

The process will normally include:

1. **Application** – Submission of a CV and covering letter.
2. **Informal meeting** – With at least two existing trustees, to discuss the Friends' work and assess the applicant's skills, experience, and commitment.
3. **References** – Candidates may be asked to provide two persons of good standing to provide confidential references. Ideally this would be one personal and one professional reference.
4. **Approval** – Between General Meetings (GM), new trustees may be co-opted by a vote of the Council. These trustees would then stand for election at the next GM. Otherwise, following approval by the Council, candidates would stand for election at the next GM/AGM.

7. Induction and Training

All new trustees will receive copies of our governing document, latest accounts, and relevant policies and be encouraged to make use of the resources available on the Charity Commission website, eg *The Essential Trustee* (CC3).

8. Term of Office

Trustees will be appointed for a period of three years (from the date of election), unless the requirements of the constitution mean that they must retire before that date (ie that they are one of the third of trustees that will be required to retire at each AGM following conversion to a CIO). There will be the possibility of reappointment subject to the approval of the Council and vote at a GM.

9. Conflicts of Interest

- All prospective trustees must declare any potential conflicts of interest before appointment.

10. Review of the Policy

- This policy will be reviewed at least every three years.

Approved by the Council on: 20.8.25
Signed (Chair): _____M E Mead_____