

THE TRUST

PROCEDURE FOR RECRUITMENT & INDUCTION OF NEW TRUSTEES & OFFICERS & INVITATIONS TO BECOME A PRESIDENT, VICE PRESIDENT OR PATRON

Recruitment:

- Potential new Officers and Trustees are often identified by existing Trustees and this practice should continue, the 'sounding out' to be conducted by the nominating Trustee or the Chairman, as appropriate.
- If the identified person agrees to be co-opted onto the Executive Committee (without a vote), s/he should be asked to provide a brief biography, to be circulated to all Trustees and the nomination discussed either at the next meeting of the Executive or by e-mail. If the Trustees are in majority agreement, the individual will be co-opted and may then be nominated for election as a Trustee at the next AGM. Prior to that AGM, Trustees must be asked whether or not they support the nomination (by majority vote, the Chairman having the casting vote) so that the co-opted member can be asked to stand down if the appointment has not been successful.
- Invitations to become President, Vice President or Patron, should follow a similar procedure.
- Nomination as an Officer of The Trust, if approved by a majority of the Trustees, will be referred to the Trustee to whom they will be answerable to agree further details of their role.

Induction:

- Individuals co-opted onto the Executive, or new Officers of The Trust must be given (in hard or digital form) a copy of the Trustees Handbook, and any other relevant material, which they should read and raise any queries they may have without delay;
- Those invited to become a Trustee are advised to read the Charity Commission's booklet "The Essential Trustee" and the other documents listed in Section D;
- On attending their first Executive meeting, the Chairman must ensure that proper introductions are made. It would be an advantage if the brief biographies of Trustees are kept up-to-date and issued to newly co-opted members;
- In order to familiarise themselves with the work of The Trust, newly co-opted members of the Executive (and officers where appropriate) must attend at least one meeting of each of the working Teams, at the earliest convenient time.