



BOARD OF TRUSTEES RECRUITMENT PROCESS

1. Introduction

The trustees' recruitment and selection process is designed to support the Cornwall Community Foundation's aim to build and maintain a board which will be effective in carrying out the objectives of The Cornwall Community Foundation (CCF). The Board should also aim to represent Cornwall's diverse communities and constituent bodies. The board should benefit from the optimum range of relevant skills, knowledge and experience.

The need to recruit new board members may be triggered by the end of the term of existing trustees' tenure, of existing trustees' resignation, or by the identification of specific gaps in relevant skills, knowledge and experience or by the identification of specific diversity gaps on the board. These gaps may be highlighted through one of the regular board assessments.

2. Overview of the recruitment process

When a need has been identified to recruit trustees the Nominations Committee will manage the process. This will include the Chairman, the Vice-Chairman and at least one other trustee together with any other people deemed appropriate by the trustees. The Nominations Committee will have responsibility for ensuring that the remainder of the recruitment and induction process is carried out.

Efforts at recruiting a replacement will take account of the skills audit and of the skills being lost by the departure. Consideration must also be given to any specific roles or duties that the individual leaving the board was undertaking. There may be recourse to advertising the position if solicitation of satisfactory applicants through word-of-mouth and other relevant networks proves unsuccessful.

The CCF seeks to ensure diversity in 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 & Diversity Policy.

People enquiring to become trustees will be sent appropriate documentation about the charity, introductory material about trusteeship and will be asked to complete an application form. Arrangements will be made to assist any potential applicant with specific needs in relation to completion of the form or access to the supporting materials.

3. Process steps

- 3.1 The specification to be decided by Nomination Committee, and formatted into a notice which will include information about the Cornwall Community Foundation, and a closing date for applications.
- 3.2 Upon request, prospective candidates to be issued with the following;
 - Trustees job description.
 - General literature about the Cornwall Community Foundation, including the most recent annual report and newsletters.
 - A Trustees Eligibility Form.

In a covering letter, candidates to be asked to apply in writing to the Chairman, specifying their interest in the role, relevant skills, knowledge and experience, and to enclose their CV.

- 3.3** The short listing panel, to be made up of The Chairman, The Chief Executive and two other trustees, will meet and assess applications according to a matrix based on the person specification and job description. The completed matrix forms to be kept on file.
- 3.4** The same panel will be the interviewing panel, and shall agree on a common approach during the interview. Assessment sheets and questions to be prepared to ensure a fair interview for each candidate, and should be kept in a secure place in the Cornwall Community Foundation office for two years. Questions relating to a candidates personal circumstances should not be asked unless they relate to the position requirements, in which case they must be asked of all candidates. Questions relating to a candidate's age, race, religion, sexual orientation, disability, class or family responsibility should not be asked.
- 3.5** When all candidates have been interviewed, the panel will evaluate their performance and decide who is a suitable trustee.
- 3.6** The selected candidate will be offered the trusteeship by a letter from the Chairman and invited for an induction meeting.

4. Legal requirements

All current and new trustees are required to:

- 4.1** Provide proof of identification and details for the charity commission website.
- 4.2** Provide a verified signature if they are approved as signatories for the CCF.
- 4.3** Sign a conflict of interest declaration.
- 4.4** Provide a short biography for the CCF website.

5. Induction

- 5.1** New trustees will receive an induction pack via email, which includes information on the CCF, the Articles of Association, the Business plan, minutes of the previous Board meeting and the Charity Commission's publications CC3 The essential trustee and the Charity Governance Code.
- 5.2** New trustees will meet with the Chairman, CEO and staff of the CCF to discuss strategic and operational policy and practice.
- 5.3** New trustees will be required to champion a particular area of the CCF's work within 6 months of joining.

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