**Gilgal Birmingham**

**Recruitment of Board of Trustees Policy**

**Policy Statement**

Gilgal Birmingham (Gilgal) recognises that an effective board of trustees is essential if the charity is to be effective in achieving its objectives.

The board must seek to be representative of the people with whom the charity works and must have available to it all the knowledge and skills required to run the charity.

Individual Board members must have sufficient knowledge, both of trusteeship in general and of Gilgal’s activities, to enable them to carry out their role and to represent Gilgal at meetings and other events.

This policy sets out how Gilgal intends to recruit a robust and effective board of trustees.

**Procedure**

**Composition of Gilgal Board of Trustees**

Gilgal seeks to have a minimum of 3 trustees on its board and shall not be subject to any maximum.

**All elected trustees will be:**

* Legally entitled to be a trustee of a UK based charity.
* Over the age of 18 years.
* Expected to subscribe to the Statement of Beliefs set out in the Schedule to the Articles.

Gilgal will endeavour to ensure when possible, that the board is made up of at least 80% of women and that the Chair or the Board is a Gilgal will also endeavour to ensure that its membership of the board reflects the diversity of the community to which it provides services.

The board of trustees have the right to invite advisors to Gilgal board meetings, on matters that are relevant and appropriate to successfully run the organisation or to support gaps in the knowledge of the current board. Invitees will not have decision making or voting rights at meetings held.

**Recruitment/Appointment Panel**

When a need has been identified to recruit Board of Trustees the Chair and two appointed trustees will manage the process with the support of the CEO. They will have responsibility for ensuring that a transparent recruitment and induction process is carried out. Responsibility for recruiting Board of Trustees will not be delegated to employees although employees may be given specific administrative tasks.

**Skills Audit**

A skills audit will be carried out annually. If a member leaves the board, the audit will be utilised to review the gaps in provision of experience and knowledge. Consideration will also be given to any specific roles or duties that the individual leaving the board was undertaking.

**Recruitment**

Gilgal will recruit to fill vacancies that opens up due to the retirement or standing down of existing Board of Trustees or where there are identified gaps from the skills audit. As long as there are openings on the board, vacancies will be continually advertised.

Once the ideal skill/experience profile has been identified a recruitment plan will be formulated. Applicants may be found through advertisement in the media, volunteer bureau, direct approaches to professional bodies, to other voluntary organisations in order to promote diversity. Applicants will need to submit expression of interest form in writing.

Checks must be carried out to ensure that the applicants have not been disqualified from acting as trustees, and applicants are asked to confirm in writing that this is the case and are asked to consider and declare any existing or potential conflicts of interest. The trustees will then request appropriate checks from the Disclosure and Barring Service (DBS). The Chair will recommend the appointment to the Board if checks and declarations are carried out successfully and the Board will vote on the matter.

Gilgal 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 Equality Act 2010.

People enquiring to become trustees will be sent appropriate documentation about Gilgal, 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.

**Interview, Selection & Appointment**

When recruiting new members to the board, applicants whose skills best match the needs of the board will be interviewed over the telephone by both the Chair and the CEO in the first instance. If all parties are in agreement, an Application Pack including Job Description will be sent to the applicant for completion and return.

In the event of there being a large number of applicants those best closely matching the skills required will be approached at this stage in preference to less suitable applicants however, consideration will be given to appointing more than one suitable applicant where vacancies allow.

Applicant will then be interviewed by the board and efforts will be made to answer any questions that they may have. The applicant will be asked to declare any conflicts of interest. The applicant will be required to sign a declaration that they are not disqualified from being a trustee as per section 72 (1) of The Charities Act 1993.

Reference and DBS checks will be undertaken in relation to all suitable applicants.

Once successful checks have been completed, successful applicants will be provided with:

* a copy of the latest accounts of the charity.
* Charity Commission Publication CC3- ‘Responsibilities of Charity Trustees’.
* a copy of Gilgal’s governing document.
* a copy of the minutes of the last three board meetings (edited to conform with the principles of data protection if necessary);
* relevant policies including those regarding equal opportunities and conflicts of interest.
* Gilgal’s most recent stagey document
* a copy of this policy.

Applicants will be invited to attend a trustee meeting as an observer and will receive further information regarding the role of becoming a trustee.

The applicant will be asked whether or not they wish to be appointed and will be given the opportunity to respond.

Once both parties (the board and the applicant) are in agreement a vote will be taken in accordance with the procedure for appointing trustees detailed in the governing document.

**Induction**  
The new trustee will receive an induction pack which will include a number of policies, trustee declaration form, Confidentiality declaration for signature, responsibilities of a trustee, articles of association, business continuity plan, and declaration of interest.

**Review**

This Policy and Procedure will be updated every 3 years.