



FSC® UK TRUSTEE RECRUITMENT, SELECTION AND INDUCTION

November 2023

INTRODUCTION

Ephesea UK recognises that an effective board of trustees (also known as Directors) is essential if the charity is to be effective in achieving its objects.

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

The recruitment, selection and subsequent induction of a new trustee into a charity are an opportunity to improve the effectiveness of that charity.

Being a Trustee for Ephesea UK is a vital role to ensure that the charity remains solvent and that we use charitable funds, employees and assets reasonably and only in furtherance of the Charity's objectives.

CHARITY COMMISSION GUIDANCE

The Charity Commission sets out good practice guidelines to enable effective, rigorous and transparent Trustee recruitment:

Section 5.6.1 "The board has, and regularly considers, the skills, knowledge and experience it needs to govern, lead and deliver the charity's purposes effectively. It reflects this mix in its trustee appointments, balancing the need for continuity with the need to refresh the board".



Section 5.6.2 “There is a formal, rigorous and transparent procedure to appoint new trustees to the board, which includes advertising vacancies widely”.

Section 5.7.2 “The search for new trustees is carried out, and appointments or nominations for election are made, on merit, against objective criteria and considering the benefits of diversity. The board regularly looks at what skills it has and needs, and this affects how new trustees are found”.

Section 5.7.3 “Trustees are appointed for an agreed length of time, subject to any applicable constitutional or statutory provisions relating to election and re-election”.

Source: Charity Commission Governance Code rev2018

GENERAL

When recruiting new members to their board, existing trustees must be clear in their own minds about the charity’s purpose and aims. They need to clearly set out both the broader duties and responsibilities, and the specific skills and knowledge needed for the role. The process of recruitment and selection will at all times be guided by the principles of openness and fairness, and with an aim to attract a greater diversity of age, experience and social and economic background to our trustee pool as set out in our Equality, Diversity and Inclusion Policy.

Trustees need to ensure that they, rather than staff, retain overall responsibility and control of the trustee recruitment, selection and induction process.

RECRUITMENT AND SELECTION PROCESS

When recruiting new trustees, the Ephesea UK board will first consider what skills, knowledge and experience the board needs to ensure that the charity is well governed, and run effectively,

A Skills Audit of the existing trustees will be undertaken at least every 3 years to identify gaps. This assessment should include consideration of what skills are required by the board to perform effectively, and whether there are any gaps.

Trustees can then agree the skills, experience and knowledge for the new role.



The Role Description provides prospective trustees with information about the role, including their duties and responsibilities as a trustee. It will also set out the objectives of the Charity, our commitment to diversity and a set of instructions about how to apply for the position.

All candidates will always be assessed against the knowledge, skills and experience set out in the Role Description

Our Articles of Association state that:

At least three of the Directors will be members of the Charity. The aim shall be to achieve chamber balance with at least one Director and, normally, no more than four Directors representing each of the three chambers.

These requirements shall be considered when recruiting for new trustees/Directors.

The Articles also state: At least two ordinary meetings of the Directors will be held each year. The intention is that trustees will attend these ordinary meetings in person although there may be occasions where online presence is appropriate. Meetings of sub-committees and task-and-finish groups will normally be held online.

The vacancy will be advertised on the FSC UK website (uk.fsc.org) and social media channels and through other channels.

A sub-group of the Board will shortlist skilled and diverse candidates for consideration against the Role Description and with consideration of Chamber-balance and membership of FSC. Shortlisted candidates will be invited to an informal interview with the sub-group of the Board.

The sub-group's recommendation(s) will be put forward to the Board for co-option or for election by the members at the AMM. Any co-opted members will need to stand for election at the next AMM.

Direct Nomination: Members also have the right to nominate Trustee candidates for election to the Board at the AMM directly.

It is good practice to ensure that potential new trustees consider the question of possible conflicts of interest before there is commitment on either side. This is particularly important where personal interests may be significant enough to make it difficult for the individual concerned to make a full and rounded contribution to the board's discussions and decisions.

TRUSTEE APPOINTMENT

Trustees must ensure that they are aware of the legal rules on eligibility to serve as a trustee, bearing in mind that it is a criminal offence to serve as a trustee if disqualified from doing so. On appointment, all trustees will be asked to sign a declaration that they are not disqualified from acting as a trustee. They will also be asked to sign the Privacy Notice and Confidentiality Agreement.

The trustee's name will be registered with the Charity Commission and Companies House.

Trustees are asked to declare any Conflicts of Interest as soon as possible.

TRUSTEE INDUCTION

Charities should provide all trustees with sufficient induction material to allow them to understand their charitable purposes, financial position and current issues.

All Trustees will receive an Induction Pack on appointment. This Pack will include but not be limited to:

- The Trustee Handbook
- The latest audited accounts
- The latest Annual Review
- The Memorandum and Articles of Association of Ephesea UK
- An overview of the role of FSC UK Trustee

An induction session will also be arranged.