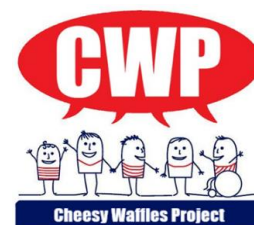


Cheesy Waffles Project

RECRUITMENT AND INDUCTION POLICY FOR TRUSTEES



The CWP recognises that an effective Board of Trustees 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.

Individual Trustees must have sufficient knowledge, both of trusteeship in general and of the Charity's activities, to enable them to carry out their role and to represent the Charity at meetings and other events.

This Policy sets out how CWP CIO intends to recruit a robust and effective Board of Trustees.

Governing Document

The CIO shall have a Board of Trustees comprising at least 3 persons.

- (a) New Trustees may be recruited to the Board at any time by the Trustees. In selecting individuals for appointment as Trustees, the Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.
- (b) The Trustees may, by and from their number and from time to time, elect such officers (Chair, Secretary, Treasurer) as they see fit.

Excluded Persons

Under no circumstances shall any of the following serve as Trustees:

- (a) person aged less than 16 years;
- (b) person who is an undischarged bankrupt or has made any composition or arrangement with creditors;
- (c) who has an unspent conviction involving dishonesty or deception or who is otherwise disqualified by law from serving as a Trustee.

Powers and Duties of Trustees

The Trustees shall manage the affairs of the CWP CIO and may exercise all the powers of the CWP CIO.

Any meeting of the Trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Trustees.

It is the duty of each Trustee:

- (a) to exercise his or her powers as a Trustee in the way he or she considers to be in the best interests of the CIO's Objects and beneficiaries; and
- (b) to exercise such care and skill as is reasonable in the circumstances having regard

in particular to any special knowledge or experience that he or she has or claims to have.

The Trustees may act regardless of any vacancy in their body but, if and so long as their number is less than 3, the remaining Trustees may act for the purposes of increasing the number of Trustees or winding up the CIO, but for no other purpose.

Retirement and Removal of Trustees

The office of a Trustee shall be immediately vacated if he or she:

- (a) resigns his or her office in writing to the CWP CIO (but only if at least 3 Trustees shall remain in office);
- (b) is absent without good reason from three consecutive Trustees' meetings, and the remaining Trustees decide that he or she shall vacate office by reason of such absence;
- (c) is removed from office for conduct prejudicial to the CWP CIO by a majority vote of the Trustees, provided that any Trustee whose removal is proposed shall have the right to take representation to the meeting where the decision is to be taken;
- (d) becomes bankrupt or makes any arrangement with his or her creditors generally; or
- (e) is otherwise disqualified by law from serving as a Trustee.

When a need has been identified to recruit Trustees, the Trustees will manage the process and will have responsibility for ensuring that the recruitment and induction process is carried out as set out below:

- 1. Identify need for new Trustee.**
 - Vacancy arisen through resignation
 - New trustee with specific skills required
- 2. Agree what skills, experience, knowledge needed.**
 - Create job description / personal spec
- 3. Trustees agree on responsibilities and process for recruiting.**
 - All trustees remain in control of the process and decisions made.
- 4. Consider best methods of attracting candidates with the required skills. E.g.**
 - Advertise in the local press
 - Personal recommendation / word of mouth, nomination by existing trustees
 - Internally from the charity (n.b. specific legislation required if they are a paid employee of the charity)
- 5. Short listing and interviews take place against the agreed criteria.**
 - Interview carried out by a small panel of Trustees
 - Each candidate asked same questions to ensure fairness/objective approach
 - Keep notes
- 6. Preferred candidate invited to join the Trustees subject to references and formal vetting.**
 - To be fully approved by the full Trustee Board

- Unsuccessful candidates to be notified and thanked for their interest
7. **Trustees check that the candidate has not been disqualified from acting as a Trustee (e.g., unspent conviction for an offence involving dishonesty/ deception, bankruptcy, removal from being a company director or charity trustee because of wrong-doing).**
 - Ask for a signed declaration in writing, Trustees consult official registers of disqualified persons
 - Ask candidate to consider and declare any existing / potential conflicts of interest
 - Trustees to seek any appropriate checks from DBS
 - In light of checks and declarations, Trustees decide to go ahead and formalise the appointment of a new Trustee
 8. **Trustees check the charity's governing documentation to ensure they appoint the new trustee in a proper and legal way.**
 - Complies with minimum / maximum number of Trustees
 - Complies with the recruitment process for Trustees
 - Complies with how long a trustee can stay in office
 9. **Chair writes to the prospective trustee setting out their duties and the charity's expectations of them, ensure they are aware of the legal responsibilities they are taking on:**
 - Asked to sign and return a copy of this letter
 - Information pack about the charity is sent to the new trustee, including latest annual report and accounts, minutes of recent trustee meetings, policies, any other key documents
 - A full induction process is arranged including the new trustee meeting, for example, members of staff, volunteers, existing trustees, beneficiaries and any others involved in the charity
 10. **New trustee attends first trustee meeting and is duly welcomed.**
 - All relevant parties, e.g., Charities Commission, Companies House, charity's solicitors, auditors, are notified of new appointments, bank mandate amended if appropriate.
 - New trustee to attend any relevant Trustee training and development courses.

Signed: Susan Outlaw

Date: 19th April 2023

Susan Outlaw (Trustee)

Signed: S Finnigan

Date: 19th April 2023

Susan Finnigan (Secretary)