

Initiative for Nature Conservation Cymru (INCC)

Trustee Recruitment Policy 2018

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**INITIATIVE FOR NATURE
CONSERVATION CYMRU**

Initiative for Nature Conservation Cymru (INCC) Trustee Recruitment Policy 2018

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Welcome to INCC:

The Initiative for Nature Conservation Cymru (INCC) believes that wildlife in Wales needs a louder voice and greater representation in society if we are to overcome the losses suffered by wildlife over the past Century. Volunteers can help be that voice and make the difference. Whether it is through campaigning, fundraising, research or practical nature conservation activities, every hour of your time you give and every pound that you help raise contributes toward our vision of a Wales with more wildlife in more places. Thank you.

Dr Elizabeth Chadwick
(Chairman)

Initiative for Nature Conservation Cymru (INCC)

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Purpose of Trustee Recruitment Policy

INCC recognises that an effective board of trustees (BoT) is essential if the charity is to be effective in achieving its objects. INCC's BoT must seek to represent the community and the people with whom the charity works and to do so 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.

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

Forward Planning

Once a year the BoT will review the trustee role description, code of conduct and trustee recruitment policy as a first step for planning the recruitment process for the following year.

During this meeting the BoT will also discuss which trustees are to retire by rotation in accordance with the organisations constitution and confirm the willingness of trustees to continue to serve on the board of trustees. This will inform how many trustee spaces will be available in the following year and enable trustees to plan ahead.

In order to keep the list of skill gaps up to date, all trustees shall complete a skills self-assessment questionnaire on an annual basis, and return to the Company Secretary. This will enable a skills gap analysis to be undertaken to inform the recruitment process.

Further to a review of skills gaps and trustee places available, the BoT will decide if they need to actively recruit board members and agree on a recruitment process that is designed to attract a diverse range of candidates with the skills the charity needs, including agreeing on how and where to advertise. This recruitment process can be initiated at any time in the year should places become available.

When preparing to recruit new trustees, the charity should seek to increase or at least maintain the diversity of its trustee board, which is consistent with INCC's Equal Opportunities Policy.

Trustee Recruitment

The Board of Trustees can appoint a trustee to fill an identified skills gap at any time during the year, when there are vacancies.

Where an expression of interest is received at a time when no trustee posts are available, the candidate's details shall be held on file until such time a vacancy arises (subject to the candidate's consent of this).

When an expression of interest is received at a time when trustee posts are available, the Chief Executive shall inform trustees and supply the candidate with information on the roles and responsibilities involved with being a trustee, including meeting dates and an application form.

The completed application form shall be sent to the trustees who can then decide whether the candidate is suitable for interview.

If deemed suitable, candidates shall be invited for interview with a selection committee, chosen from the BoT. Each candidate shall be asked a set of standard questions to ensure a fair, objective and consistent approach. Notes shall be kept of the interview and feedback to candidates agreed.

The trustee application form includes a declaration that prospective trustees sign to confirm that they are not disqualified from acting as a charity trustee, in accordance with sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

In addition, the Company secretary shall check the following:

- The Individual Insolvency Register maintained by the Insolvency Service, which contains details of bankruptcies that have ended in the last three months.
- The register of disqualified directors maintained by Companies House.
- The register of all persons who have been removed as a charity trustee either by the Charity Commission or by an Order of the High Court since 1 January 1993.

If a prospective trustee is found to be ineligible, trustees will be informed immediately and the appointment process will be discontinued.

Trustee Appointment:

If the selection committee of Trustees is satisfied that the candidate will add value to the board of trustees, a proposal for their appointment, explaining the reasons, shall be put to BoT to vote upon.

The Company Secretary shall provide new trustees with an up to date induction pack as soon as is practical. All trustees will be given the option of going through the trustee induction pack with the Company Secretary or Chief Executive, either in person or by phone.

Prior to appointment prospective Trustees must make themselves familiar with the INCC Constitution, policies and the INCC Strategic Plan. Once accepted to the BoT, new trustees must sign the Conflicts of Interest Register.

As part of the induction process, new trustees shall provide the Company Secretary with:

- Proof of ID (passport or photo driving licence).
- Data Protection Act consent form.
- Declaration in respect of duties under the Companies Act 2006.
- Newly appointed trustees shall be invited to join any Council committees that they have appropriate skills and experience to contribute to.

Review and Development

The BoT will review its trustee recruitment process annually and new board members should be encouraged to feed in what they felt went well and what could be improved for future perspective Trustees.