

BCA

Appointment of Trustees

January – The existing Trustees should consider the up coming Trustee requirements. This should be done by looking at the current skill set, the BCA strategic plan and should include:

- Skills required
- Specific projects which require Trustee involvement
- Diversity
- Experience and knowledge required

A short job description will be written and incorporated into an advert to go out to the local community by whatever means is felt most appropriate by the end of the month. Potential applicants should be asked to complete the skills form and provide a brief summary of their experience and what they can bring to the role. The deadline for applications should be the middle of March.

By Middle March – Any applications which do not have the required skills should be rejected.

March/early April - Potential candidates, who match our requirements, should be invited to meet a panel of three Trustees to discuss their application. The discussion should include:

- Relevant experience
- Interests and current involvement in the local community
- Any existing or potential conflicts of interest
- Whether they are disqualified from acting as a Trustee under the Charity Commission rules (the candidates should confirm this in writing)
- Availability and time commitment
- Whether the individual is already a member of the BCA

The panel should make a recommendation to the Trustees as to who would be suitable candidates. These should then be put forward to the members to accept. Unsuccessful candidates should be notified and thanked.

Existing Trustees who wish to stand for re-election do not need to go through an interview process. Their application will be automatically included as part of the list of potential candidates when it is distributed to members for the AGM voting.

April – The successful candidates are put forward to the members to be voted in at the AGM in the usual manner.

Following their appointment the Chair writes to the new Trustee confirming their appointment, setting out their duties and the BCA's expectations of them. The new Trustee is asked to sign and return a copy of the letter.

The new Trustee is given an information pack about the BCA which should include as a minimum a copy of the Constitution, the last set of accounts and the BCA's strategic plan.

May - The new Trustee will be introduced to all Trustees at the May Trustees meeting. A mutually convenient time will be agreed to introduce them to the staff.

The Charity Commission and other relevant bodies are informed of the new appointments.

The website is updated and new email addresses are obtained.

In the event that no suitable candidates apply for the position, the vacancy will be left open and filled the following year. In the meantime the existing Trustees can continue to look for suitable candidates. Any potential applicants could be invited to attend Trustees meetings and help on a voluntary basis to get an understanding of the role. They could be co-opted as a Trustees if there is a vacancy.