

Recruitment and Election of Trustees Policy

Compass Disability Services

Units 11 – 12 Belvedere Trading Estate
Taunton TA1 1BH

January 2015

Review: January 2018

Introduction

Compass Disability Services' governing document is the Memorandum and Articles of Association which determines the number and type of members that can form the organisation's Board of Trustees. This policy will determine how those members should be recruited and whose responsibility it is to elect them.

The Board of Trustees purpose is to ensure that the organisation is governed effectively and responsibly. It must demonstrate accountability to its users and partners, and must have the skills and information it needs to achieve the organisation's mission and uphold its values.

Compass Disability Services is a user-led organisation that was developed in response to peoples' needs. Compass Disability Services recognises and values the experience and knowledge that users bring to the organisation, and aims to continue involving them in decision-making at every level. This is nowhere more important than when considering the recruitment and election of Trustees to the Board. It is critical that our users are fully involved in the election of these Trustees and that the Board is representative of our users.

Definition

For the purpose of this policy:

'Users' are people who use or benefit from Compass Disability Services' services and activities. Made up as follows:

- Individual service users or individual members of any project managed or facilitated by Compass Disability Services.

'Partners' are organisations who use or benefit from Compass Disability Services' services and activities. Made up as follows:

- Associate or affiliate members of any project or service managed or facilitated by Compass Disability Services.
- Organisations we work with as part of a project.
- Commissioning bodies.

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‘Trustee’ means any individual who becomes a director and trustee (as defined by the Charities Act 1993) of the Charity in accordance with Article 19 by virtue of the fact that he is already a Member.

‘Member’ means a member for the time being of the Charity who is admitted under Article 4 and who also becomes a Trustee by virtue of Article 19.5 (Subject to Article 19.3 each of the Members is to be a Trustee).

Purpose of this policy

The purpose of this policy is to:

- Set out how Compass Disability Services will recruit Trustees to the Board.
- Ensure users are fully involved in the election of Trustees.
- Ensure that a user-led approach is central to the recruitment and election of Trustees.

Responsibilities

The Chair of the Board of Trustees is responsible for ensuring that the timetable described below is adhered to and due process is followed. The Governance Officer will provide administrative support and support the Chair in adhering to the timetable described below. The Media Officer will ensure that the nomination period is appropriately publicised, also in accordance with the timetable described below.

The Board of Trustees is responsible for ensuring that nominees are fit to stand for election. Consideration should be given to fulfilling the requirements set out in the Memorandum and Articles of Association, ensuring that nominees have the ability to fulfil the roles outlined in the “Roles and Responsibilities of a Trustee” and that the suitability declaration on the application form has been signed and dated.

Recruitment of Trustees

Compass Disability Services believes that for the Board of Trustees to be fit for purpose, it must be comprised of individuals that possess a range of skills and experiences that will enable them to effectively fulfil their individual role on the board. For the Board of Trustees to remain relevant it must encompass new ideas and continually seek to refresh policies and procedures in line with the wants and needs of the organisation’s users and partners. To this end it is important that the Board of Trustees is able to regularly recruit new members whilst retaining the stability to govern the organisation.

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New Trustees can be recruited at any time. The Board of Trustees will need to ensure that the make up of the Board sits within the criteria laid down in the Memorandum and Articles of Association. They will need to determine if the nominee has the skills and ability to fulfil the role as detailed in the “Roles and Responsibilities of a Trustee” and that they fulfil the legal requirements to be a Charitable Trustee. This will be done through the process detailed in the Trustees Recruitment Procedure.

Any candidate whose application is successful will be invited by The Senior PA & Governance Officer to join the Board of Trustees at the next Board Meeting so that the candidate can establish what being a Trustee of Compass Disability Services entails.

At the end of the meeting the Chair of Trustees will thank the new applicant for attending the meeting and will inform them that they will call them within 7 days to discuss their future involvement.

All new Trustees will undergo a thorough induction and will be given a schedule of meeting dates that they will need to commit to. All trustees who have been co-opted to the Board of Trustees since the last Annual Trustees Election will be asked to stand down and nominate themselves for election by the users.

The organisation will actively recruit at least once a year to fill vacancies that open up due to the retirement or standing down of existing trustees. This annual campaign will normally take place between the 1 October and the 31 December. As long as there are openings on the board, vacancies will be continually advertised, as detailed in the Trustees’ Recruitment Procedure.

Election of Trustees

Users are responsible for electing the Trustees on an annual basis. Any person standing for election (including those who are standing down and standing for re-election) must complete a nomination form that will include a personal profile and their reason for wanting to join the Board of Trustees. This information will be used to create a ballot paper that will include the details of all nominees. The ballot paper will detail how the voting process will work.

Compass Disability Services will begin the Annual Trustees Election process well in advance of the first Board meeting of the calendar year, which takes place in March. Sufficient time must be allowed for ballot papers to be created and sent to all users with a four week period for completed papers to be returned. Ballot papers should be distributed no later than the first week in February.

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The process will be determined by the number of people standing for election to the Board of Trustees verses the number of available places on the board, as determined by the Articles of Association.

When there are fewer nominees than places on the Board

Users will be asked to mark their papers to approve the nomination for as many candidates as they wish. Any nominee who receives a majority vote from those returning papers will be duly elected and will be invited to a Trustees welcome meeting in March, when they will be introduced to the existing board members and, if they have not already done so, will receive a thorough induction and a schedule of meeting dates that they will need to commit to. The first board meeting of the calendar year will normally take place in March and then every quarter thereafter.

When there are more nominees than places on the Board

Users will be asked to mark their ballot papers with the relevant number of votes for the number of vacancies. The candidates with the highest number of votes for the available spaces will be duly elected to the board and invited to the Trustees welcome meeting and first board meeting as detailed above.

Term of service

Upon election, all Trustees will be asked to serve a period of three years before being asked to stand down and stand for election again. Trustees who have already served a three-year term will not be permitted to stand again if there are more new nominees than board places.

Election of Officers

The Board of Trustees is responsible for electing the Officers of the Board, these are:

- Chair
- Vice Chair
- Company Secretary
- Treasurer

The Officers have responsibilities over and above those of a standard Trustee as detailed in the “Roles and Responsibilities of a Trustee”.

Officer elections will take place at the December Board meeting. Any Trustee can nominate themselves to be an Officer by completing a nomination form that will be sent to all trustees no less than six weeks prior to the December Board meeting. Nominations must be returned by the 2nd Friday in October and will be collated onto a ballot paper that will be sent to all trustees who will be asked to mark their papers and place in the nominations box at the start of

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the meeting or, if unable to attend, return their completed ballot paper to the Governance Officer in an envelope marked “Private and Confidential – Officers Ballot” to arrive at least 24 hours before the December Board meeting. The Chair of Trustees and a senior member of staff will be responsible for opening and counting votes prior to the December Board meeting. The Trustee with the most votes will take that position with effect from handover at the start of the meeting. The current Officer will maintain responsibility for the post until this time.

Policy Revisions

This policy will be reviewed every three years and amended as necessary or earlier in accordance with forthcoming legislation.

Additional Information:

- Memorandum and Articles of Association
- User-led Policy
- Trustees Recruitment Procedure
- Roles and Responsibilities of a Trustee

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