

## **Board of Trustee Recruitment Policy**

The role of Trustee of Crossfields Institute is an honorary, unpaid position. As a charity, Crossfields Institute recruits its Board of Trustee members in line with guidance laid down by the Charity Commission:

<http://www.charitycommission.gov.uk/detailed-guidance/>

A similar process is followed to that for Staff Recruitment (Crossfields Institute Recruitment Policy), except that, in line with guidance from the Charity Commission, it is the existing Board of Trustees that draw up the person specification and job description for the role required. Depending on the current balance of the Board at any one time, a particular specialism or expertise will be sought, to ensure an appropriate balance of skills, knowledge and experience at all times. A generic person specification exists which will be amended based upon the specific needs of the vacancy at the time.

The Board of Trustees is responsible for interviewing and selecting candidates based upon the careful screening against the role description and person specification. The Chair of the Board of Trustees will make the offer to the successful candidate.

Once selected and accepted, in line with our Recruitment Policy, appropriate checks will be made and two references taken (see section on senior staff declarations). Prior to commencing their role the new Board member must also sign a Senior Staff Declaration Form and complete the Register of Interests. The new Board member will receive tailored induction training depending on assessment of their background and experience to induct them into their new role.

**Last review: September 2018**

**Next review: September 2019**

**Owner: Chair of Trustees**