



# **Rickmansworth Waterways Trust**

## **Trustee Recruitment Policy**

**Document Number P10**

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## Background

Like all Charities, RWT depends on steady additions to the Trustee Board. As a Company Limited by Guarantee, the Trustees of the Charity are also the Directors of the Company.

We follow a simple process by which we consciously seek candidates to join the Board, and then satisfy ourselves that they are suitable people for the Trust - and that we are a suitable organisation for them to apply their efforts.

There are many reasons for individuals to come forward to undertake the duties and responsibilities of Trusteeship, which are governed by the Trustee Act 2000. Those reasons, many of which will be personal to the individual, must be respected: people must be allowed to take the rewards they seek from their contribution. These will never be financial!

We are bound by our Articles, which say simply:

Unless otherwise determined by ordinary resolution, the number of Directors shall not be subject to any maximum, but shall not be less than two. But they go on to say a great deal about how Directors are to be appointed and how the rotation is to work:

## Appointment and Retirement of Directors

32. At the first annual general meeting all the directors shall retire from office, and at every subsequent annual general meeting one-third of the directors who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one-third shall retire from the office; but if there is only one director who is subject to retirement by rotation, he shall retire.
33. Subject to the provisions of the Act, the directors to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or were last reappointed directors on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
34. If the Trust, at the meeting at which a director retires by rotation does not fill the vacancy the retiring director shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the director is put to the meeting and lost.

Basically, Directors are appointed at the AGM. But:

38. The directors may appoint a person who is willing to act to be a director, either to fill a vacancy or as an additional director, provided that the appointment does not cause the number of directors to exceed any number fixed by or in accordance with the articles as the maximum number of directors. A director so appointed shall hold office only until the next following annual general meeting and shall not be taken into account in determining the directors who are to retire by rotation at the meeting. If not reappointed at such annual general meeting, he shall vacate office at the conclusion thereof.

## Note

We are expected by HMRC to impose a "Fit and proper Persons Test". This is accepted by HMRC to have been achieved by following a simple recruitment procedure. There is also a simple form that they "suggest" all those involved in the financial management of a Charity sign, as evidence that a suitable check has been done.

## **Recruitment Procedure**

1. We can formally advertise that we welcome applications from potential Trustees. That advertisement should include a statement of what we are and what we do: also, it describes what we need from our Trustees.
2. We place particular emphasis on our education work with young people.
3. We also sound out potential candidates through personal contacts.
4. As individuals express interest, they get a small package of information: our Memorandum and Articles of association, a copy of the last accounts, our other descriptive material. It's important that potential Trustees have a clear understanding of what we are and what we expect of them – especially the commitment of time.
5. The other Trustees should be informed of interesting potential candidates. This is both a matter of courtesy, and also ensures that efforts are coordinated. It's important to recognise that the Board has to be able to work together as a team, with interlocking skills.
6. There is a consideration of "eligibility", covering capability to manage own affairs, unspent convictions for dishonesty, bankruptcy, disqualification as a Director, removal from previous posts, and of course Vetting and Barring considerations. The Trust follow the Charity Commission simple "declaration" process, similar to the HMRC one.
7. Although Trustees are formally appointed at the AGM, it is up to the Trustees to do most of the work involved in approaching and recruiting new Trustees. If considered necessary we should ask for a CV, and then the person would be invited to meet the other Trustees in a reasonably informal way.
8. Having done this, we should apply for a DBS check. As we work with children, all the Trustees should have a DBS check.
9. If the applicant is willing to become a Trustee and all other questions have been addresses, then a recommendation will be made to the Trustee Board, who may decide to appoint, as in our Article 38 ("Co-opt"), until the next AGM.
10. Following formal appointment the Company Secretary then goes through the online Companies House Web filing process to report the new Director (and Trustee).

Having gone through the Recruitment process, there will be a period of induction making sure that the new Trustee is fully versed in the aims, objectives and work of the Trust, and that they know how we operate. Typically this will include:

- The key responsibilities
- What the role requires by way of work, thought or time
- The history, background and future plans of the Trust
- Development and experience opportunities for the new Trustee
- Participation in any externally offered training schemes such as that offered by the law firm Hempsons in London