**TRUSTEES’ RECRUITMENT AND INDUCTION PROCESS**

1. **Registering an interest**

Potential Trustees are encouraged to find out as much as possible about Integrate UK, our Young People and how they can contribute their skills and knowledge as a Trustee.

This is best done through an informal conversation with the Director or Chair of Trustees to see how their skills and interests could be a good match for the organisation. It might also include:-

* Attending a Trustee Meeting as an observer
* Looking at the website and watching recent films.
* Attending a Peer Education session run by our young people.
* Anything else that gives them a real idea of the passion and enthusiasm the young people have for Integrate UK.
1. **Application form**

If the person wishes to apply, they should be sent an Application form including Code of Conduct and a copy of the Charity Commission’s “The Essential Trustee”. The form also includes the Declaration of Qualification to Act as a Trustee. The form is forwarded to the Chair who will take up references and arrange an interview. Any interview should include Youth Trustees on the panel.

There is advice from the Charity Commission about vetting and appointing Trustees here

<https://www.gov.uk/government/publications/finding-new-trustees-cc30/finding-new-trustees#vetting-trustees-prior-to-appointment>

If the application is successful, the applicant will be invited to join the Board at the next meeting of Trustees, subject to successful DBS check. Trustees are appointed for a 2 year term.

1. **Prior to Board Meeting**

The applicant should complete the following before appointment to the Board:-

-Declaration of Interest form

-Code of Conduct

-A successful DBS check

1. **Appointment to the Board**

When the applicant is appointed to the Board, it should be recorded in the minutes and a note made in the Access Database (as this needs to be reported in annual accounts).

After the meeting, the new Trustee should be provided with

* A copy of the working Deed of Trust for Integrate UK
* Contact details for other Trustees
* Trustee training information (tbc). A record should be made of any training attended by Trustees
* Copy of the current Strategy and Business Plan (tbc)
* Details on how to claim reasonable expenses – copy of policy and form
* Access to copies of Policies.

The office manager will

* Notify the Charity Commission of the change.
* Update the Access Database with new trustees’ contact details, date of DBS check, etc
* Update the Global Directory on Google Apps.
1. **Resignation**

Trustees can retire at any time during the year by submitting a written letter of resignation to the Chair. This should be filed by the Office Manager and the date noted in the Access Database. The Office Manager should also

* Notify the Charity Commission of the change.
* Remove access to any Integrate UK accounts, such as Dropbox or email. Change bank mandates if necessary.

Updated Feb 2017 for name change.