

Trustee Appointment Process

Potential Trustees should contact Network, inquiring about the possibility of being a Trustee or in response to an advert for Trustees. Alternatively, members of the Board or senior staff may approach likely individuals, suggesting the possibility of their becoming a Trustee. Every member of the Board can explain the responsibilities of sitting on the Board and the time commitment involved, but external inquiries are usually directed to the Chair of Trustees.

If, after informal discussion and possibly the sharing of documents such as the Memorandum and Articles, recent Annual Reports and a copy of the Charity Commission’s Duties of Trustees, the individual wishes to pursue appointment to Trusteeship, the formal Process of Appointment is followed.

1. The candidate writes to Network’s Board to express interest in becoming a Trustee, and explaining why they have chosen Network.

They should outline any professional experience they possess which may be of benefit to Network, indicating duration and scope of this experience. Also relevant would be any activities, membership of organisations and involvement with other charities or fund-raising bodies. Finally, the candidate should describe the past which belief and faith plays in their daily life, and provide the names of two referees.

1. The application letter is circulated to all members of the Board for comment.
2. It may be appropriate or convenient to invite the candidate to observe a Trustees’ Meeting
3. If the Board is large, a subgroup can form to manage the application, otherwise the whole Board is involved in the appointment.
4. A meeting is arranged between the candidate and the Board, the purpose of which is to interview and assess the candidate, but also to acquaint the candidate with the culture and working habits of the Board.
5. The Board (or subgroup) arrives at a decision about the candidate’s suitability, either by direct discussion or email communication. (The subgroup reports to the Board by email.)
6. If the candidate is appointable, references are taken up, and when available they are circulated to the Board.
7. The Chair or a delegated Trustee collates the opinion of the full Board and a decision made. The Chair or a delegated Trustee contacts the candidate to relay the decision.

Legal formalities following appointment of Trustees.

A nominated person, usually the Chief Executive, pursues the legal formalities which are signed declarations as to suitability and lack of impediment to being a Trustee, as well as required information about bank accounts and signatures.

The successful applicant functions as an “acting” Trustee until formally appointed at the next AGM.

The Charity Commission and Companies House are both informed of the appointment.