

GV04 Trustee Application and Induction Process

Reference: GV04

Effective date: 1 Apr 25

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Approved: May 25

Last revision: 1 Apr 25

Next revision due: Apr 27



Process for Trustee Application

Hartcliffe City Farm is governed by a voluntary board of trustees who are accountable to the Charity Commission. The organisation recognises the value of a strong board with diverse skills and backgrounds that can ensure the mission of the organisation is met and that legal requirements are in place. It is also committed to equity, diversity, inclusion and belonging and the value that people from different backgrounds bring to our board. We particularly value local connections.

Expressions of interest for new board members are welcome at any time, though it may not always be possible to appoint new trustees immediately. Previous experience of being a board member is not necessary as training and support will be given. However, you will need to be interested in our work and willing to commit your time. From time-to-time applications may be encouraged through advertising, particularly if we are looking for particular skills or experience. The role is not paid, but reasonable expenses can be covered, for example for travel, or childcare.

Potential trustees are first asked to complete an [expression of interest form](#) to give a general picture of their skills and motivation. This will be assessed against the needs identified in the latest skill audit undertaken by the board. The aim is that new appointments should strengthen the board to have a good range of skills and perspectives to govern the charity well. Though the articles of association do not set a maximum number of trustees, the board may from time-to-time set a maximum, or optimum number.

Where there is a good match to the needs of the board, prospective trustees will be invited to an informal meeting with General Manager and/or Chair of Trustees to give an introduction to the organisation and an outline of the duties. Potential trustees will be asked to expand on the information provided in their expression of interest to determine their suitability, for example

- Why they are interested in joining the board.
- What skills, experience or perspectives they can bring to it.
- What they understand of the role of trustee and what they hope to get out of it

If there is continued interest from both parties, then the potential trustee is invited to observe a board meeting. Reasonable adjustments to assist candidates through the selection process can be made on request.

Following the observed board meeting the potential trustee will be asked to complete a [trustee application form](#), confirm their eligibility and sign up to the code of conduct.

References are taken up, identity confirmed, and an induction pack is issued to the potential trustee. The appointment is discussed and a decision to appoint (or not) made at the following board meeting. The Charity Commission is notified of the appointment. The trustee is added to the electronic circulation list for board members.

Induction

The induction process to allow new trustees to become familiar with their role, the Board operations and the organisation itself. It sets out the various organisational documents directly pertaining to the role of trustees.

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Induction meetings

New trustees meet with the General Manager for an introduction to the organisation, its key staff and relationship with key partners, funders and other organisations. They will also meet with the Chair or other Trustee as appropriate.

New trustees may be paired with an existing Board member who will be able to help with any questions or support that might be needed. All new trustees are encouraged to undertake governance training provided by an external supplier (eg [Voscur](#)). The cost of training is covered by the organisation.

Key documents

These documents need to be completed online ahead of a trustee being appointed.

1. Application form
2. Register of interest form

These documents are provided for trustees **to read**. Policies relating to governance are coded with the letter GV.

1. Governance Policy (GV01)
2. The constitution of Hartcliffe City Farm (governing document)
3. Summary of the lease
4. HCF Strategy
5. HCF Organisational Structure
6. Last annual report and accounts. Go to <http://www.charitycommission.gov.uk/> and look up information on charity number 1212299.
7. Minutes of last Annual General Meeting

Trustees are expected to be aware of the policies of the organisation, in particular the following

- ◆ Scheme of Delegation (GV03)
- ◆ Health and Safety Policy (HGN09)
- ◆ Child Protection and Safeguarding (HGN02)
- ◆ Safeguarding Adults (HGN22)
- ◆ Equality and Diversity (HGN06)
- ◆ Respect and Personal Dignity (HGN29)