

# STANBRIDGE OUT OF SCHOOL CLUB CIO

(charity number: 1155687)

## Recruitment and Induction of Appointed Charity Trustees Policy

Signed: (Chair of Trustees)	Name: Maggie Todd	Date: 16 Mar 2017
Signed: (OSC Leader)	Name: Jayne Uren	Date: 16 Mar 2017
Ratified by: Board of Trustees	Next review: Term 5, 2018	

## **Recruitment and Induction of Appointed Charity Trustees Policy**

### **Rationale**

Stanbridge Out of School Club (OSC) needs a minimum number of appointed charity trustees (3) on the Board of Trustees to help manage the affairs of the Charitable Incorporated Organisation (CIO: a form of charity). The Board of Trustees is made up of at least 3 (but no more than 6) appointed trustees, at least one ex-officio trustee and one nominated trustee (nominated by Stanbridge Primary school's governing body).

Appointed charity trustees are appointed for a minimum term of one year and should ideally be parents or carers of children attending the OSC. This policy sets out the procedure for recruiting new appointed trustees and inducting them to the OSC's business. It should be read in conjunction with the OSC's Constitution, which sets out the functions and duties of charity trustees, eligibility for trusteeship, how trustees should be appointed and how they can retire or be removed from trusteeship.

### **Recruitment of appointed charity trustees**

Three times each year a calling notice will be sent out to parents/carers of children attending Stanbridge OSC via email, asking if they would like to stand as a charity trustee. This notice will also be advertised in the OSC club premises and nomination forms will also be available in hardcopy.

To nominate themselves for consideration as an appointed charity trustee, the person will have to fill in the form in Appendix A and submit it to the OSC Board of Trustees.

The OSC Board of Trustees will consider all nominations at their termly meetings and will appoint on the basis of merit if there are more nominations than vacancies. The Trustees will be looking for people who have the skills, knowledge and experience needed for effective administration of the CIO, and who are willing to devote enough time to the role.

Those who have applied to be appointed Trustees will be informed of the Board of Trustees' decision within a week of the termly Trustees' meeting, and will be expected to confirm their acceptance of the position in writing within a week of notification.

### **Induction of new trustees**

The new prospective trustee must fill in all relevant forms necessary to join the OSC Board of Trustees and the OSC will fund their DBS check. The trustee must wait for their DBS check to be confirmed before they can fill in the EY2 form for OFSTED. Appendix B is a flowchart diagram showing how an application for DBS and EY2 is

made and progressed. Their appointment will be dependent on the Board of Trustees receiving confirmation of their DBS clearance.

On confirmation of their appointment, a new appointed charity trustee will receive a copy of the current version of the OSC's Constitution and a copy of the OSC's latest Trustee's Annual Report and Statement of Accounts.

The new trustee will also receive details of future Board of Trustee meetings, minutes of the previous meeting, plus any other information necessary for them to take up post e.g. details of the management of the CIO finances, if they are replacing the Treasurer.

The new trustee will also be offered a mentor from the existing Board of Trustees, to guide them through their duties for the first few months should they wish.

## Appendix A

### Nomination form to become an appointed charity trustee of Stanbridge OSC

Dear Parent/Carer,

Stanbridge OSC would like to invite you to join the OSC's Board of Trustees as an appointed charity trustee. Trustees are appointed for a minimum period of one year and help in the effective administration of the OSC, either in a specific role (such as Chair, Treasurer or Secretary), or in a general role.

The Board of Trustees meet once a term for about 2 hours and work with the OSC Leader to resolve issues, oversee Club finances, and make decisions (such as what equipment to buy, or how to raise money for the OSC). A DBS check (funded by the OSC) is required for this role. If you feel you could contribute to this, please fill in the form below and return it to Jayne Uren.

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### Nomination form to become an appointed charity trustee of Stanbridge OSC

Full Name: \_\_\_\_\_

Reason for applying:

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**Declaration:** I confirm the following:

- I am 16 years or over
- I have not been convicted of any offence involving dishonesty or deception
- I have not been adjudged bankrupt and not been discharged
- I have not made a composition, arrangement with, or granted a trust deed for, creditors and not been discharged in respect of it
- I have not previously been removed from the office of charity trustee on the grounds of misconduct or mismanagement in the administration of a charity

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Contact tel. no: \_\_\_\_\_

Email: \_\_\_\_\_

## Appendix B

### Flowchart for DBS and EY2 applications for new trustees

