



# Recruitment and Induction of Trustees Process

1	Decision to recruit and publication/distribution of advert agreed by Trustees.
2	Initial enquiries responded to by Chief Executive or Chair of Trustees
3	Prospective Trustee candidate asked to submit outline CV.
4	Informal meeting with Chief Executive and Chair of Trustees to give background information.
5	Application considered by Board of Trustees – if they wish to proceed, <ul style="list-style-type: none"><li>• The candidate is invited to observe a Board meeting,</li><li>• The candidate is asked to complete a DBS form and an accuracy check is requested from a referee.</li></ul>
6	Candidate is nominated for election to the Board, normally during the September AGM
7	Following election, new Trustees are invited to visit the three services and meet with service managers, in addition to being invited to open days and events.
8	New Trustees will be given information of the role of Trustees, and offered relevant support for their role.
9	Link Trustees will have regular meetings with the Service Manager and attend staff meetings on occasions.
10	The Board meets five times a year; papers are sent out, electronically, five days before the meeting.
11	Specific training sessions are held as the need arises, e.g. <ul style="list-style-type: none"><li>1. Understanding financial accounts</li><li>2. The Early Years Foundation Stage Profile</li></ul>