

DORSET RECLAIM

MANAGEMENT COMMITTEE / TRUSTEE RECRUITMENT & INDUCTION POLICY

Our commitment

Dorset Reclaim recruits committee members and trustees to share responsibility for the leadership and direction of the charity in its work and to achieve its objects, and recognises that an effective management committee is essential to the organisation.

We seek to be representative of the people with whom we work and have the knowledge and skills required to run the organisation. Individual members must have sufficient knowledge, both of their responsibilities to the committee and charity commission, and of the charity's objectives and activities, to enable them to carry out their role and represent Dorset Reclaim at meetings and events.

The Process

1. The recruitment, selection and induction of a new committee member or trustee is viewed as an opportunity to improve the effectiveness of the charity. In order to recruit the best person or people for the role, we will use open and inclusive recruitment methods including advertising, volunteer bureau, professional bodies and networking with other charities and organisations.
2. When a need has been identified to recruit additional members, a skills audit of the management committee will be done. Efforts at recruiting a replacement will take account of the audit and, where relevant, the skills being lost by the departure and any specific roles the individual leaving was undertaking.
3. Dorset Reclaim will always seek to recruit members of its management committee who have:-
 - Commitment to the vision and objectives of the charity
 - The time and capacity to take on the role
 - The appropriate skills

In addition, the charity will seek to ensure that the following core skills are always provided by members of the management committee

- Finance and accounts
 - Management
 - Business development
 - Knowledge of the waste sector
 - Welfare, support and training
4. People enquiring to be members of the management committee will be sent appropriate information about the charity and the responsibilities of trusteeship. Applicants who appear suitable will be invited to attend a management committee

meeting as an observer and will have the opportunity to find out more about the organisation and the role. As a minimum, such applicants will be provided with:-

- The latest accounts
 - Copies of the minutes from the last three management committee meetings (edited to conform with the principles of data protection if necessary)
 - A job description
 - Charity Commission CC3 - Responsibilities of Charity Trustees
 - Access to any relevant policies
5. The applicant will then be interviewed by a panel comprising of the Chairman or vice Chairman, the Project Manager and at least one other member from the committee and efforts will be made to answer any further questions they may have. The applicant will also be asked to declare any potential conflicts of interest and sign a declaration that they are not disqualified from being a trustee as per the requirements of the Charities Act 1993. It will be the responsibility of those on the recruiting panel to ensure any references are obtained and any other relevant checks are completed.
6. The applicant will be asked if they still wish to be appointed, and if so, the observations and recommendations of the panel will be put to the next meeting of the management committee and a vote taken in accordance with the procedure in the governing document.

The induction

7. If successful, the applicant will be asked to sign the Code of Conduct for members of the management committee and receive suitable induction training delivered by both an appointed member of the committee and the project manager. This will include as a minimum:-
- A thorough introduction to the history and current activities of the organisation
 - An explanation of the financial accounts and reporting procedures to enable them to participate in discussion and exercise sufficient oversight
 - A tour of the premises operated by the charity, together with meeting the relevant members of staff and volunteers
 - Further information relevant to the governance and management and structure of the charity
8. It is acknowledged that members of the committee have a wide range of other commitments and every effort will be made to make this training accessible to the individual.
9. Joining an established committee can feel intimidating, especially for those unused to the role. An existing member of the committee and/or a senior member of staff will be appointed as a contact point, or mentor, for the first six months. This appointed person will be available to speak to, or meet with, the new member from time to time to answer any questions or issues that arise.

Signed by the
Chairman:

Date: