# North Carlisle Christian Ministry

## *Trustees Recruitment policy*

### 1. Purpose

1.1 The purpose of this Trustee Recruitment is to ensure that:

- suitable trustees are recruited to fill any vacancy;
- the trustee board has members with the range of skills and attributes needed to lead and oversee the work of the charity.

### 2. Recruitment

2.1 Trustees are appointed for a three year period which may be renewed at the end of that time.

2.2 At the mid-summer trustees meeting, there is to be:

- A review of the composition of the trustee board and the skills and attributes needed.
- Consideration of renewal of appointment of trustees reaching the end of their three year term.
- Consideration of making new (replacement or additional) trustee appointments.

2.3 If there is a decision to seek to make any new appointments, trustees may decide to:

- Approach named individuals,
  or:
- Make known the needs more widely in whatever way they may determine and to consider names arising from this at a later meeting.
  They may then choose to set up an interview process if the number of trustee vacancies is fewer than the number of potential trustees.

### 3. Process (individual)

3.1 If a decision is made to approach an individual. the trustees are to appoint one or two of their number to implement the following process.

3.2 <u>Explanation of NCCM's working to the potential trustee</u>.

Provide an information pack and personal meeting with one or two trustees to explain:

- the Objects of the charity in its Constitution, and its vision [Constitution and Statement of Faith].
- How it operates
- Its finances - income and how this is used [Copy of most recent Annual Report, Accounts, Grant-making Policy and explanatory notes arising from decisions made]
- Responsibilities of trusteeship as explained in Charity Commission publication "Charity Trustee: What's involved? CC3"
- Commitments expected of trustees of NCCM.

3.3 <u>Enquiries about potential trustee</u>

Establish that the potential trustee:

- Is not disqualified in law from being a charity trustee

- Agrees with and would be committed to the purposes and vision of the charity
- Has the time and energy for this
- Is willing to subscribe to its Statement of Faith.

3.4 Take up two references (if deemed necessary) e.g. from a church minister or elder; employer; person (not a relative) who has known them for at least two years.

## 4. Process (interview)

If a decision is made to interview more than one candidate, the trustees shall put in place means to provide equally to all candidates the information in 3.2 above and make enquiries about them as in 3.3 and 3.4 above.

## 5. Ratification of appointment

5.1 The decision to appoint a person as trustee is to be taken at a full meeting of existing trustees and minuted.

5.2 Once an appointment has been made the trustees are to have the NCCM entry on the Charity Commission register updated.

5.3 The new trustee is to be supplied with a copy of the Charity Commission booklet “Welcome - you’re a trustee.”

## 6. Adoption of this policy

6.1 The trustees of North Carlisle Christian Ministry formally accepted this policy at the trustees ’meeting held on 6th July 2026.
It will be reviewed in 3 years.