



Registered Charity 1125679  
Registered Company: 6599429

## Trustee Recruitment Procedure 2023

### 1. Purpose

South West Advocacy Network (SWAN) recognises the importance of high calibre, knowledgeable and informed Trustees to ensure the Charity is carrying out its purposes for the public benefit and its beneficiaries and that it complies with its governing documents and the law. Efficient and able Trustees ensure that the Charity is accountable for what it does, they manage the Charity's resources responsibly, safeguarding and protecting its assets and acting in the best interests of the Charity at all times.

All Trustees must agree to act in accordance with SWAN's governing documents and the Charity Governance Code and any other requirements from the Charity Commission. Every Trustee is required, by the Charity Commission, to complete a declaration of their eligibility to be a trustee. All SWAN Trustees are therefore subject to:

- DBS Checks
- Automatic Disqualification Rules – eligibility to be Trustee
- Declarations of Conflict of Interest and Confidentiality

2. **Scope:** This document applies to SWAN Trustee Recruitment only

### 3. Procedure Statement:

#### Standard Recruitment:

Adverts for new Trustees are placed on the SWAN website, appropriate on-line bulletins, local press and advertising outlets, national press and advertising outlets as appropriate. SWAN may seek the assistance of a professional Trustee recruitment agency if this is felt appropriate or necessary.

Trustees are then sourced and selected by the following process:

Candidates are asked to submit a supporting statement describing what they can contribute to SWAN by means of skills, experience, or personal/professional interest, why they wish to be considered and crucially, their motivation for applying for the role

The CEO and the Chair will review the summary and decide whether to proceed.

Suitable candidates will then be spoken to informally, usually by phone or 'virtual' meeting, by the Chair and the CEO. These discussions will include further information about SWAN, the Board and what we are looking for and will help to determine what the individual can bring to the Board. Candidates will be required to sign a Trustee Eligibility Declaration before proceeding further.

The potential Trustee will then be invited to attend a Board meeting as an opportunity to meet, assess, and be assessed, for suitability to the role. The Chair will then canvass opinion, and if approved, the individual will be asked to join the Board.

**Direct Recruitment:** Occasionally people will make a direct approach to SWAN, or a name will be put forward by an existing Trustee. In this instance the Chair and CEO should discuss the merits of the potential Trustee and decide if it is appropriate to proceed. If so, the person will be contacted directly by the CEO and asked to proceed in line with the Formal Recruitment procedure as described above.

**Confirmation of the Position:**



From the time of being asked to join the Board until the next AGM, and subject to two written references and a clear DBS certificate, the individual is invited to participate as a co-opted Trustee and to engage in all appropriate Trustee business. They will be formally nominated to the Board at the next AGM and appointed for a three-year term providing there is a majority vote.

**Legal or Regulatory Matters:** Memorandum and Articles of Association  
Charity Eligibility Criteria

**Related Documents:** Governance Handbook  
Trustee Information Pack 2023  
Trustee Role Profile

**Related procedures:** Trustee Induction

**4. Authorisation:**

Date	Name	Signature	Position
November 2023	Claire Tough		Chair
	Vikki Holloway		CEO