**Trustee election**

Trustees of Suffolk Community Foundation are elected by the Foundation’s membership at the Annual General Meeting. In accordance with the Articles of Association:

* Prior to the first annual general meeting of the Foundation, the Trustees will agree which of the Trustees then in office (being not less than one third of their number) will retire from office at the first Annual General Meeting and which others of them (being not less than one third of their number) will retire from office at the second Annual General Meeting and the remainder of their number will retire from office at the third Annual General Meeting (see Article 7.6).
* A Trustee can hold office until the third Annual General Meeting following his or her appointment when he or she will retire from office. A retiring Trustee will be eligible for re-election except that no Trustee shall be eligible for re-election for a fourth consecutive term of office unless such term of office (and any other consecutive terms) only runs until the next annual general meeting following re-election (see Article 7.5).
* Immediately following the Annual General Meeting in each year the Trustees will appoint one of their number to be the Chairman of the Board of Trustees who will hold that office until the end of the next Annual General Meeting. A retiring Chairman will be eligible for re-election (see Article 10.5).

**Trustee recruitment**

Section 7.8 of the Articles of Association states that the Trustees can appoint a new Trustee at any time, with election by Suffolk Community Foundation at the next AGM.

Trustee recruitment is led by the Nominations Committee with the full involvement of the Board Chairperson and the Chief Executive and the entire Board of Trustees. The recruitment process consists of the following steps:

1. The Board assesses what skills, knowledge, perspective, and connections it needs to support Suffolk Community Foundation’s current operation and to implement its strategic plan. The Trustee Profile matrix is used in this assessment.
2. Candidates who are proposed as Trustees will be assessed by the Nominations Committee to evaluate how they can assist the Board as representatives of communities of interest and/or who have skills and experience in any of the following areas:

* the work of charities and voluntary organisations in Suffolk and the issues facing them
* management of charitable organisations
* grant programme management
* financial management and investment
* marketing, promotion and public relations
* donor and fund development experience and networks
* legal and estate planning
* human resources management
* local, regional and central government policy and funding
* business and strategic planning
* excluded and/or disadvantaged people
* knowledge of county needs and social issues
* or any other skill required by the Foundation’s work and identified by the Trustees or Executive

1. Candidates may comprise any of:

* recommendations by any of the existing Trustees or Executive;
* unsolicited applicants;
* applicants responding to advertisements for applications issued by the Suffolk Community Foundation with the approval of either the Board or the Nominations Committee; and/or
* potential Trustees identified by the Nominations Committee with the required skills and experience.

1. The Trustee job description and eligibility requirements are provided to interested parties by the Nominations Committee. Applicants are asked to provide such information as the Nominations Committee consider appropriate which may include a covering letter and any other information (e.g., CV) that can be reviewed by the Nomination Committee against the required skills and experience. Short-listed candidates are invited to a formal interview.
2. Candidate Trustees are interviewed by the Nomination Committee and if so requested by them the Board Chairperson and the Chief Executive. Each candidate is asked similar questions to ensure a fair and objective approach. The Foundation’s Equality and Diversity Policy is applicable to all recruitment. The interviewers provide feedback and recommendations to the Board, which makes the final selection. All applicants will be notified of the decision as soon as possible after the interview.
3. Prior to appointment, the Nomination Committee will receive the following from the candidate:
   * completed and signed Declaration of Eligibility
   * completed and signed Companies House Appointment of Director Registration Form (288A)
   * proof of identification and address (e.g., utility bill) and photograph signed as a “true likeness” by a suitable person
   * declaration of any existing or potential conflicts of interest
   * signed job description

Copies will be retained by Suffolk Community Foundation’s Operations Director. The Chairperson also ensures the appointment of the new Trustee is minuted by the Board.

1. A Criminal Record Bureau check will not be carried out, as Trustees do not currently have supervised or unsupervised contact with young people under the age of 18 or vulnerable members of society. If the Foundation’s work alters, this policy may need revision.
2. The Trustee will hold office only until Suffolk Community Foundation’s next AGM and will then be eligible for re-election, as stated in Section 7.8 of the Articles of Association.
3. The Nomination Committee shall comprise of two trustees appointed by the Board and up to three other individuals selected from time to time by those two trustees. The nomination Committee shall meet at such times and in such places as it shall agree from time to time or as and when requested to do so by the Board Chairperson.
4. Members of the Nomination Committee may be required to stand down at the request of the Board.
5. The Nomination Committee shall if requested by the Board Chairperson, the Chief Executive or the Board interview and provide feedback and recommendations to the Board in respect of the recruitment or involvement of any employees or volunteers or other appointees or representatives of the Suffolk Community Foundation.

**Trustee induction**

The Chief Executive and an appointed existing Trustee are responsible for the induction of each newly appointed Trustee. Induction training consists of a formal meeting to review the documents comprising the Trustee Induction Pack, as follows:

* Business Plan and budgets
* R Board meeting minutes
* Memorandum and Articles of Association
* Organisational chart
* ‘Seven Principles of Public Life’
* Audited accounts
* Charity Commission Trustee handbook (CC3 - The Essential Trustee: What you need to know)
* Code of Conduct, Discipline & Grievance Policy
* Complaint Policy
* Confidentiality and Data Protection Policy
* Conflict of Interest Policy
* Donor Care Policy
* Financial Control Policy
* Grant-making Policy
* Health and Safety Policy Equality and Diversity Policy
* Investment Policy
* Job Descriptions for Board roles
* Performance, Training and Development Policy
* Recruitment Policy
* Register of Directors and Secretaries
* Risk Assessment Policy
* Safeguarding Vulnerable Groups Policy
* Terms of Reference for committees and panels
* Trustee Profile Matrix
* Useful websites (e.g., Suffolk Community Foundation, UK Community Foundations, the Charity Commission)
* Volunteer Policy

The Chief Executive also ensures the new Trustee meets existing Trustees, staff members, volunteers and beneficiaries, when possible. A Trustee will also be provided a Trustee mentor and formal training courses, if requested.

#### Expenses

All travel and out of pocket expenses will be reimbursed. Mileage will be given at the agreed rate and all other expenses will be paid on the production of receipts. Trustees should submit claims to the Chief Executive by the end of each calendar month on the expenses claim form provided.

**Health and Safety**

Suffolk Community Foundation has a duty of care to avoid exposing Trustee to risks to their health and safety. Trustees are also expected to behave in a safe manner and to avoid placing themselves or others at risk. Practical safety issues are covered as part of the induction process, and each Trustee is provided with a copy of Suffolk Community Foundation’s Health & Safety Policy to which they are required to adhere.

**Confidentiality and Data Protection**

Confidentiality and Data Protection are covered as part of the induction process, and each Trustee is provided with a copy of Suffolk Community Foundation’s Confidentiality and Data Protection Policy to which they are required to adhere.

**Conflict of Interest**

#### Conflict of Interest is covered as part of the induction process, and each Trustee is provided with a copy of Suffolk Community Foundation’s Conflict of Interest Policy to which they are required to adhere.

#### Insurance

Trustees working for Suffolk Community Foundation are covered by the terms of the Foundation’s Employers Liability Insurance.

**Grievance and Disciplinary Procedures**

Any Trustee who feels that they have a justified complaint against Suffolk Community Foundation, or a complaint against a third party as a result of their voluntary activity, should notify the Chief Executive, who is responsible for disciplinary procedures.

**Exit Procedure**

When a Trustee leaves the Board, the Foundation:

* Complete Companies House Form (TM01 Terminating of Appointment of Director) electronically.
* Updates the Charity Commission records via the annual return.
* Updates Suffolk Community Foundation’s internal Register of Directors and Secretaries.
* Reviews the structure of committees of which Trustee was a member and replaces the Trustee, if the committees no longer meet their Terms of Reference.
* Recognises the Trustee’s contribution in the Foundation’s annual report and other appropriate communication media.