



University Mental Health Advisers Network  
16-17 Turl Street, 2<sup>nd</sup> Floor, Oxford, OX1 3DH  
Tel: 01865 264170

## UMHAN Trustee Recruitment Policy





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## 1) Background

UMHAN recognises that an effective board of Trustees is essential if the charity is to be effective in achieving its objects.

The Trustees and Committee must seek to be representative of the people with whom UMHAN works and must have available to it all of the knowledge and skills required to run the charity.

Individual Trustees must have sufficient knowledge, both of Trusteeship in general and of UMHAN's activities, to enable them to carry out their role and to represent UMHAN at meetings and other events.

This policy sets out how UMHAN intends to recruit a robust and effective board of Trustees. Trustees can be recruited from within the membership (on rotation at the AGM, or on request) or externally when a need is identified.

As a small charity, recruiting internally does not guarantee a wide skillset, and UMHAN's current capacity to actively seek external Trustees is limited, as are the resources available during any recruitment process. This policy therefore reflects an ideal policy, and flexibility and creativity is needed when trying to adhere to the principles in order to minimise burden on these resources, while attempting to enhance the Trustee skillset.

## 2) Governing Document

UMHAN requires a minimum of 3 Trustees and a maximum of 12. Details of who may be appointed as a UMHAN trustee are listed in the governing document.

## 3) Recruiting Trustees from the membership (Elections)

- 3.1 The Trustees recognise that it has only limited control over the election of Trustees at the AGM. It is accepted that members should be able to elect people to become a Trustee who they believe will best represent their interests. However the existing Trustees also have a responsibility to try to ensure that the needs of the organisation in terms of governance are met by those people elected.
- 3.2 The Trustees will seek to do this by adopting a system of recommending Trustee appointments to the membership using the steps detailed below. The

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membership will then be able to choose to elect a recommended candidate or to appoint another person as a Trustee.

- 3.3 One third of the Trustees must retire by rotation at each AGM along with any Trustees co-opted during the previous year (unless they are appointed on a fixed-term Trusteeship, in which case they would be expected to retire on completion of their term). Where the Trustees seek re-election, the other Trustees will vote on whether or not to approve the re-election. If a simple majority approve the re-election then this person will be recommended to the membership for election.
- 3.4 Where an elected Trustee is retiring by rotation and does not seek re-election, or the re-election is not supported by a majority of the other Trustees, the Trustees will consider whether or not to recommend any Trustee who has been co-opted during the previous twelve months. If a simple majority approve the election then this person will be recommended to the membership for election.
- 3.5 Should the retiring Trustees not wish to stand for re-election, or not be recommended as per above, then a potential vacancy will occur.
- 3.6 Where a member gives notice of their intention to propose an alternative candidate for election, the Trustees will attempt to communicate with the candidate in an effort to assess their suitability.
- 3.7 Where there is sufficient time and resource before the AGM, the procedure detailed in sections 4, 5 and 6 will be followed in order to source and select a suitable candidate to recommend to the members.
- 3.8 Where there is insufficient time or resource to enable the procedures in sections 4, 5 and 6 to be followed in full, the Trustees will decide which steps are achievable and implement those.
- 3.9 Unsuccessful candidates will, so far as it is able, be notified of any recruitment efforts made in the following year in order that they may apply.



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#### **4) Recruiting Trustees**

- 4.1 When a need has been identified to recruit Trustees, a combination of the Chair, Secretary, Treasurer, Trustees and Development Worker, alongside other relevant Committee Members will manage the process.
- 4.2 A recruitment group will be established, with at least one Trustee involved, who will have responsibility for ensuring that the remainder of the recruitment and induction process is carried out. Responsibility for recruiting Trustees will not be delegated to employees although employees may be given specific tasks by the recruitment group.

#### **5) Recruitment**

- 5.1 Once the ideal skill/experience profile has been identified a recruitment plan will be formulated. This will identify the most appropriate resources from which applicants might be found. Preference should be given to advertisement in the media, volunteer bureau, and direct approaches to professional bodies and to other voluntary organisations over approaches to personal contacts as the intention is to promote diversity and to avoid conflicts of interest.
- 5.2 UMHAN seeks to ensure diversity in its Trustees as well as in its staff base and consideration will be given to ways in which groups that are under-represented might be reached and encouraged to apply. However, at the point of selection the board will not discriminate unfairly.
- 5.3 People enquiring to become Trustees will be sent appropriate documentation about the charity, introductory material about Trusteeship and will be asked to complete an application form.

#### **6) Selection and appointment**

- 6.1 Applicants who appear suitable will usually be invited to attend a Committee meeting as an observer and will receive further information regarding the role of being a Trustee. In the event of there being a large number of applicants, those most closely matching the skills required will be approached at this stage in preference to less suitable applicants. However, consideration will be given to appointing more than one suitable applicant. Applicants will be provided with:



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- A copy of UMHAN's governing document.
- A copy of this policy.
- A Trustee 'job description'.
- A copy of the minutes of the last Committee meeting (edited to conform with the principles of data protection if necessary).
- A copy of the latest UMHAN account.
- Relevant policies including those regarding equal opportunities and conflicts of interest.

6.2 The applicant will then be:

- Interviewed by a recruiting panel and efforts will be made to answer any questions that they may have.
- Asked to declare any conflicts of interest.
- Required to provide two references which will be taken up prior to the next Committee meeting.
- Required to sign a declaration that they are not disqualified from being a Trustee.

6.3 The requirement to attend Trustee induction sessions will be described. It is the responsibility of the Trustees on the recruiting panel to ensure that references are obtained and all other relevant checks are completed.

6.4 The applicant will be asked whether or not they wish to be appointed and will be given the opportunity to attend a further meeting as an observer should they wish to do so.

6.5 The observations and recommendations of the panel will be put to the following Committee meeting and a vote taken in accordance with the procedure for appointing co-opted Trustees detailed in the governing document.

## 7) Skills Audit

7.1 Whenever a Trustee departs a skills audit of the Trustee board may be undertaken. Efforts at recruiting a replacement will take account of the skills audit and of the skills being lost by the departure. Consideration must also be given to any specific roles or duties that the departing Trustee was undertaking.