

# Social Workers' Benevolent Trust

September 2021

## Recruitment of Trustees Policy

### Method of appointment of Trustees

1. The management of the charity is the responsibility of the trustees who are confirmed by the British Association of Social Workers (BASW) Council, numbering no less than three. Our normal maximum is 12 trustees.
2. When a vacancy occurs the Trustee's board remains in full and independent control of the process and the decisions. The Board decides whether the vacancy should be filled, what skills, experience and knowledge are required using the **Trustee Skill Audit Form**. The **role description and person specification** to become a SWBT Trustee can be found [here](#).
3. It is important that the range of skills and expertise of the Trustee group continues to match the requirements of the Trust. Therefore, priority is given to potential applicants who offer skills and expertise where there are existing gaps amongst Trustee members. Consideration is also given to promoting and maintaining diversity amongst the membership group.
4. Determined by the specific skills required, trustees identify the best methods to attract the range of candidates with the skills required. It is routinely advertised in the BASW professional journal although Trustees will use other sources as and when necessary to attract skills and expertise required.
5. The Chair or nominated delegated Trustee member will offer an informal discussion with individuals who have expressed an interest in becoming a Trustee. Once this has occurred, the interested person should submit a completed SWBT **application form** to enable the application to be taken forward to the next stage.
6. The applicant must also sign a **Personal Declaration Form** that s/he has nothing in their past to disbar them from becoming a trustee.
7. On receipt of the completed application and declaration, the applicant undertakes the formal recruitment process following best practice principles of equal opportunities in recruitment. Initially, applications are matched against the job description, person specification and other specific agreed criteria required for the vacancy, to identify a shortlist of suitable candidates. Following success at this stage, a panel of one/two Trustees

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with a Chair will interview the applicant to explore further the details of their application. Any unsuccessful applicant at this stage is informed of the Trustees' decision in writing.

8. The preferred applicant from the interviewing process cannot be appointed as a trustee unless s/he has provided a satisfactory reference. The Chair or delegated Trustee must obtain this.

9. To complete the process the applicant is invited to observe a SWBT meeting to meet the other Trustees. Within a week following the SWBT meeting the applicant and the trustees can raise any issues concerning the appointment. In the event, any issue is raised by a Trustee or the applicant the Chair/representative from the interview panel will address these with the applicant and then inform the applicant of the outcome in writing. Any unsuccessful candidate is informed in writing. The successful applicant is then accepted as a Trustee.

10. The Chair or delegated Trustee will write to the new Trustee confirming their duties, giving them a schedule of meeting dates, and providing induction arrangements as laid out in the Induction Policy.

11. The Chair must prepare a note for BASW Council briefly outlining the applicant's circumstance and reasons for becoming a trustee, confirming that the Trust has received the required endorsements and asking Council to "seal" them as a Trustee.

### **TERMS OF APPOINTMENT**

1. SWBT is committed to supporting its trustees and provides an induction to the organisation and role.
2. Trustee appointments will be reviewed annually. Newly inducted trustees should expect to serve for at least 4 years.
3. Trustees are expected to attend meetings of the Board and further meetings and events as agreed
4. Trustees should expect to commit up to approximately 10 days each year for the work of the Board
5. The role is unpaid; however reasonable expenses are payable in line with SWBT's standard expenses policy.
6. When a trustee retires or resigns from the Board, the Chair will notify BASW to "unseal" the appointment.