



CdLS Foundation UK & Ireland

The Cornelia de Lange Syndrome Charity Reg. No. 1054033

"The CdLS Foundation UK & Ireland is a family support organisation which exists to ensure early and accurate diagnosis of CdLS throughout the world, promoting research, and enabling individuals, families, friends and professionals make informed decisions and plan for the affected person's present and future."

Trustee Recruitment Policy

1. Statement

The CdLS Foundation UK & Ireland recognises that an effective board of Trustees is essential if the charity is effective in achieving its objects.

The board must seek to be representative of the people with whom the charity 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 the charity's activities, to enable them to carry out their role and to represent the charity and meetings and events.

This policy sets out how The CdLS Foundation UK & Ireland recruits a robust and effective board of Trustees.

2. Governing Document (extract)

- (1) The Executive Committee shall consist of not less than three members nor more than twelve members being:
 - (a) the honorary officers specified in the preceding clause:
 - (b) not less than three and not more than twelve members elected at the annual general meeting who shall hold office from the conclusion of that meeting.
- (2) The Executive Committee may in addition appoint not more than two co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Executive Committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Executive Committee called under clause one and shall take effect from the end of that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the post becomes vacant.
- (3) All the members of the Executive Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.
- (4) The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- (5) Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause.
- (6) No person shall be entitled to act as a member of the Executive Committee whether on a first or on subsequent entry into office until after signing in the minute book of the



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Executive Committee a declaration of acceptance and of willingness to act in the trusts of the Charity.

3. Skills Audit

Whenever a trustee departs a skills audit of the board will be done. Efforts at recruiting a replacement will take account of the skills audit and the skills being lost by the departure. Consideration must also be given to any specific roles or duties that the individual leaving the board was undertaking.

4. Recruitment

Once the ideal skill experience profile has been identified, the vacancy will be advertised on the CdLS Website, social media platforms and may also be advertised in the 'Reaching Out' magazine. The board of Trustees may also choose to advertise in the media, volunteer bureaux or make direct approaches to professional bodies and other voluntary organisations. Preference should be given to these approaches as opposed to personal contacts as the intention is to promote diversity and avoid conflicts of interest. The Foundation seeks to ensure diversity in its board of Trustees and consideration will be given to ways in which groups that are under-represented might be reached and encouraged to apply.

People enquiring to become Trustees will be sent appropriate documentation about the charity and the role of a Trustee including a Trustee 'job description' and will be asked to complete an application form.

Application forms will be considered and a vote taken at the following board meeting in accordance with the procedure for appointing Trustees detailed in the governing document.

5. Recruiting from the Membership (Elections)

The board recognises that it has limited control over the election of Trustees at the AGM. It is accepted that members should be able to elect people to the board who they believe will best represent their interests however the existing board members also have a responsibility to ensure the needs of the organisation in terms of governance are met by those people elected. The board will seek to do this by adopting a system of recommending trustee appointment to the membership using the steps detailed below. The membership will then be able to choose to elect a recommended candidate or to appoint another person to the board.

When a Trustees term office comes to an end and the trustee seeks re-election the 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.

Where a trustee does not seek re-election or re-election is not supported by the majority of Trustees then a potential vacancy will reoccur. Where there is sufficient time before the AGM the procedure detailed in Section 4 will occur in order to select a suitable candidate to recommend



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to the members. Where there is insufficient time to enable this procedure to be followed in full the Trustees will decide which steps are achievable and implement those.

Where a member gives notice to the charity of their intention to propose an alternative candidate for election the Trustees will attempt to communicate with the candidate to assess their suitability. Should the Trustees believe it is appropriate all of the steps in section 4 may be offered to the candidate. Any relevant information gained during this process may be put to the membership at the AGM. Should the person be unsuccessful then the board will, so far as it is able, notify them of any recruitment efforts made in the future so that they may apply.

6. Induction

All new Trustees will undertake induction as required.

Appendices

a. Trustee Role Description

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

b. Application form for Trustees

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