



# 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. 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



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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. Terms of Office, Election and Re-election

Trustees serve three year terms and may seek re-election. When a Trustees term of 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 occur. 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 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.

## 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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