



## Board and Committee Recruitment

The Board and of Trustees<sup>1</sup> and the Management Committee<sup>2</sup> of Upper Rissington Village Hall<sup>3</sup> recognises that from time to time it may be required to recruit additional members to the Board and to the Management Committee.

To ensure that the two entities are comprised of suitable persons and the requirements of the Charities Commission and the CIO are met, the following procedure shall be followed and strict records maintained.

### 1 Informal Meeting

When a person indicates to a Trustee that he/she is interested in being a member of the Board or a member of the Committee, the Trustee shall advise other members of the Board and organise an informal meeting with the person.

The Trustee shall explain the work of the URVH Trust, the legal differences between being a Trustee and a member of the Committee and the level of commitment expected (3 years minimum for a Trustee). No confidential information concerning the Trusts activities shall be revealed but the discussion shall be of such depth as to allow the prospective member to make a valid judgement as to whether they wish to continue.

### 2 Application

At the conclusion of the informal meeting the person shall be asked if they wish to continue. If yes, they shall be asked to submit a written application and handed a copy of Annex B to this procedure. They shall also be given (*in compliance with the Constitution*):

- (i) a copy of the current version of the Constitution
- (ii) a copy of the current version of the Business Plan
- (iii) a copy of the CIO's latest Trustees' Annual Report and statement of accounts (if available).

### 3 Board Consideration

All applications whether for the Board or the Committee shall be considered by the Board at a meeting of the Trustees. In their considerations the Board shall ensure that as a minimum the following sections of the Constitution are complied with:

- |            |  |
|------------|--|
| Section 2  | Eligibility for trusteeship                    |
| Section 7  | Conflicts of interest and conflicts of loyalty |
| Section 10 | Appointment of charity trustees                |

If the applicant is successful, the decision of the Board shall be recorded in a Resolution. In all cases, successful or not, the applicant shall be informed of the Board decision.

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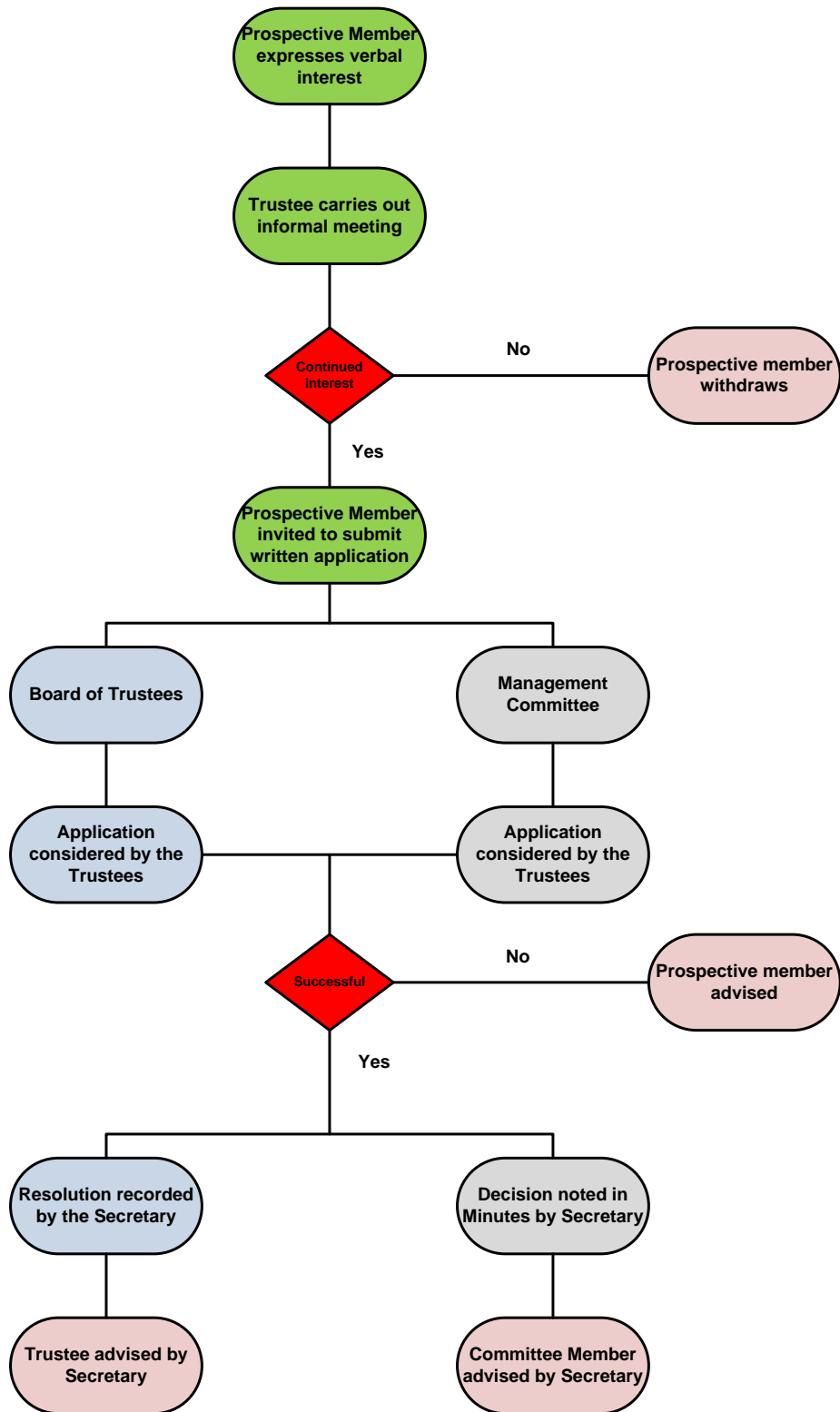
<sup>1</sup> Hereinafter referred to as "the BOT"

<sup>2</sup> Hereinafter referred to as "the Committee"

<sup>3</sup> Hereinafter referred to as "URVH"

Annex A

Process for Recruitment



## Annex B

### Information required for Application *(a copy to be handed to the applicant)*

Each section shall be addressed in an e-mail or by letter and sent to:

*The Secretary*

*Upper Rissington Village Hall Trust*

*13 Smith Barry Crescent*

*Upper Rissington*

*GL54 2NG*

E: [andrew.mitchell42@btopenworld.com](mailto:andrew.mitchell42@btopenworld.com)

1. Title:
2. First Name(s):
3. Family Name:
4. Honours and Qualifications:
5. Date of Birth:
6. Marital status:
7. Address:
8. Postcode:
9. Telephone:
10. Email:
  
11. Are you, or have you been, a member of any another Charity?
12. How long have you lived in the Parish of Upper Rissington?
13. Are you applying to be a Trustee or a member of the Committee?
14. Are you a member of the Parish Council or involved in any other UR Committees?
  
15. Why do you wish to join the Board or the Committee?
16. What specific skills, knowledge and experience can you bring?
17. Do you see any conflict with activities of the Board or Committee and any other business or activity you may be involved in?

Attach a CV or provide an overview of your career to date.