

THE STUDENTS' UNION (*THE SU*) TRUSTEE RECRUITMENT AND INDUCTION POLICY

Vision: To have an effective Board composed of Trustees with a range of backgrounds and skills.

Rationale: Having a diverse Board of Trustees will result in better discussions, more informed decisions and appropriate challenge to the senior leadership team, to the benefit of all within The SU.

This policy exists to ensure the effective recruitment and induction of Trustees for this purpose.

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Advertising a vacancy

Where a vacancy arises or is due to arise amongst the Independent Trustees the Leadership committee will meet to:

- identify potential gaps in the skills and backgrounds of those remaining on the Board;
- determine the criteria to be used in recruiting a new Independent Trustee;
- determine the timetable for recruitment;
- appoint an interview panel.

The SU will take special care to encourage applications from people with backgrounds who may have traditionally been underrepresented on the Board of Trustees:

- Women;
- International;
- Postgraduate;
- Black, Asian & Minority Ethnic, (*BAME*);
- Lesbian, Gay, Bisexual, Transgender (*LGBT+*).

Recruitment

Applicants interested in the role will be required to submit:

- an application outlining their reasons for wishing to join the Board of Trustees;
- a C.V. detailing their skills, backgrounds and experiences.

The interview panel will:

- review applications received against the agreed criteria and select candidates for interview;
- interview candidates and decide if anyone should be recommended for appointment;
- make any reasonable adjustments necessary for candidates coming to interviews;
- prioritise candidates who have backgrounds underrepresented on the Board of Trustees;
- inform candidates of the outcome of their application/interview.

The interview panel will submit a report to the Board of Trustees detailing:

- the rationale for any candidates they are recommending for appointment;
- the active steps taken to prioritise candidates with backgrounds underrepresented on the Board;
- any lessons learnt from the recruitment process that might improve recruitment next time.

Pre-appointment checks

Candidates being recommended for appointment will be required to:

- confirm their continued interest in the role
- complete a declaration that confirms they are not disqualified from being a Trustee;
- complete a register of interests to notify the Board of Trustees of potential conflicts of interest;
- complete a skills audit to inform Trustee recruitment and training needs;
- complete an equal opportunities monitoring form to allowing monitoring of the Board's diversity;
- provide their full name, date of birth, full postal address, email address and telephone number to update The SU and [Charity Commission](#)'s records to be able to contact Trustees when needed.

This information will be processed and handled confidentially in accordance with The SUs' Data Protection policy.

Appointment

The Board of Trustees will appoint the interview panel's recommended candidate(s) subject to:

- confirmation that the candidate is not disqualified from being a Trustee;
- agreement that the candidate meets the previously agreed recruitment criteria;
- agreement that the candidate will make a suitable Trustee.

In the event that the Board of Trustees is divided upon whether a recommended candidate is suitable for appointment they discuss and vote on the matter.

Induction

All new Independent Trustees will be given an induction that will include:

- meeting key stakeholders within The SU;
- attending committee meetings as an observer;
- training on the roles and responsibilities of a Trustee.

All new Independent Trustee will be provided with the following information:

- the last Annual Trustees Report and Audited Accounts;
- the current SU Strategy;
- all current SU policies.