

# Trustee Recruitment Policy & Process

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## 1. Purpose

This policy sets out how trustees are recruited, selected and appointed. The aim is to make sure the process is fair, transparent and inclusive, while recognising the voluntary nature of the role.

## 2. Principles

- Transparency: candidates understand the process and criteria
- Inclusivity: we encourage diversity of background and thought
- Balance: structured assessment alongside recognition that these are volunteer positions
- Flexibility: process adapted for both AGM (Annual General Meeting) elections and co-options between AGMs

## 3. Routes of Recruitment

Trustees can join the board in two ways:

- 3.1. The first is through planned recruitment ahead of the AGM, with appointment subject to member ratification at the AGM itself.
- 3.2. The second is through co-option at other times in the year, where the board identifies a need for specific skills or experience. Co-opted trustees must be ratified by members at the following AGM.

## 4. Recruitment Process

### 4.1 Application

All candidates complete a short application form setting out their background, skills, experiences and motivation for the role. Applications are reviewed against basic eligibility (including charity law requirements, conflict of interest checks and safeguarding checks where required).

## 4.2 Stakeholder Engagement

Shortlisted candidates will be invited to take part in a conversation or informal session with a small group of stakeholders, which may include staff, volunteers or members. This gives candidates the chance to learn more about OutdoorLads and lets stakeholders provide feedback on fit with our values and community. Feedback is summarised for the panel but is not scored.

## 4.3 Interview

Candidates then attend a structured interview with a panel of trustees (and staff where appropriate). The panel will ask a mix of structured and open questions covering:

- understanding of trustee role and governance
- strategic thinking and awareness of challenges/opportunities
- relevant skills and experience (professional, voluntary or through OutdoorLads)
- motivation for volunteering with OutdoorLads and alignment with our values

## 4.4 Assessment & Scoring

Panel members complete a general contribution matrix, scoring each candidate on a 1–5 scale for:

1. Governance understanding
2. Strategic contribution
3. Relevant skills and experience
4. Values and cultural fit
5. Likely contribution to the role applied for

Scores are averaged across panel members. Final decisions are based on both scores and panel discussion, informed by stakeholder feedback.

## 4.5 Appointment

For AGM recruitment, recommended candidates are put forward to members for election or ratification. For co-options, the board approves appointments directly, with member ratification at the following AGM.

## **5. Feedback**

All candidates are offered feedback by phone or email, highlighting strengths and areas for development.

## **6. Monitoring & Review**

The board will review this process annually to make sure it remains effective, fair and inclusive.