**Knowle West Health Park Company**

**Board of Trustees Recruitment Process**

**Aim of the policy:**

To detail the ways in which KWHPC will recruit and train new volunteer Board members.

**The need for Trustees**

KWHPC requires volunteer members of the Board of Trustees to ensure compliance with its Memorandum of Articles and Charity Commission best practice. The maximum number shall be 12 Trustees and minimum shall be 3. Eligibility to join as a Trustee will be residence in south Bristol and/ or representing a relevant partner organisation.

**Advertising**

KWHPC will recruit Board members up to the maximum number of 12, throughout the course of the year by:

* Advertisements in the HLC on notice boards
* Articles in the Knowledge Newsletter
* Volunteering page in the company brochure produced three times annually.
* Recruitment through Volunteer Bristol or other relevant volunteering organisations.

**Membership**

All Trustees will be asked to become a member of the organisation and complete a membership form.

**Expression of interest in becoming a Trustee and Trustee Interviews**

Anyone can express an interest in joining the Board at any time, whether verbally or in writing. A meeting between the Chair and/ or Vice Chair and/ or Chief Executive and the applicant to become a trustee, will be held to discuss skills, experience and interest in KWHPC. It will be a two-way dialogue, giving the applicant a chance to find out if the KWHPC Board is where they want to volunteer.

Following on from this initial meeting, there will be a “cooling off” period in which the applicant will contact KWHPC to advise whether they still wish to be considered. If so, a recommendation will be taken to the full Board of Trustees, on whether to accept the applicant based on skills, interests and experience.

If accepted, the applicant will be seconded onto the Board until the next AGM.

**Induction**

After joining the Board, the applicant will be offered a full induction into KWHPC, including Trustee roles, organisational chart, policies and procedures, strategic plan and any other relevant information.