British Association of Parenteral and Enteral Nutrition (BAPEN)

BAPEN Trustee Recruitment Policy

1. Introduction

1.1 BAPEN recognises that an effective Board of Trustees is essential for the achievement of its aims

1.2 Individual trustees must have sufficient knowledge both of trusteeship in general and of BAPEN's activities, to enable them to carry out their role and represent the Charity

1.3 This policy should be understood and applied in conjunction with the BAPEN Equality, Diversion and Inclusion (EDI) Policy, available here BAPEN Equality, Diversion and Inclusion (EDI) Policy

2. Governing Document

2.1 BAPEN is governed by the BAPEN Constitution, which sets out its charitable objects, together with its organisational structure and rules

2.2 The Constitution contains specific items concerning trustees, including term of office and the composition of the Board of Trustees

2.3 Trustees have legal duties which apply to them in addition to the Constitution. These have been summarised in the document BAPEN Trustees' 6 Main Duties' available here BAPEN Trustees' 6 main duties

3 Stages of Recruitment

The Board of Trustees is responsible for the recruitment of all new trustees using the following staged approach; the stages are described further in subsequent headings:

- Review of Board Effectiveness and Identification of Needs
- Notification of a Vacancy
- Identifying Potential Candidates
- Application and Appointment
- Checks and Data
- Induction

4 Review of Board Effectiveness and Identification of Needs

4.1 Based on the purpose and aims of the Charity, the trustees should review regularly the effectiveness of the Board

4.2 This should comprise an annual Board member survey on perceptions of organisational effectiveness, together with a skills and experience audit amongst current members

4.3 Any gaps deemed to be essential needs of the Board should be addressed at the earliest opportunity and a role description determined for a new trustee to join the Board

4.4 Needs should be prioritised and where possible, recruitment should be staggered, or the duration of office adjusted, to allow for succession planning and to avoid a loss of skills and/or experience when terms of office expire

5 Notification of a Vacancy

5.1 Any vacancy caused by the retirement or replacement of an existing trustee or by the creation of an additional trustee, should be notified to the BAPEN membership and to professional and other bodies associated with BAPEN. All vacances will be placed on the BAPEN website for the duration of the recruitment process

5.2 The notice should include any specific skills or experience required by candidates together with details of how prospective candidates can find sufficient further details of the Charity and the role, in order to make an informed decision to apply

6. Identifying Potential Candidates

6.1 The Trustee Board should identify the most appropriate source from which applicants may be found

6.2 The following sources should be considered:

- Recommendation – including by other BAPEN trustees and by BAPEN Faculty
- Nomination or self-referral by any member of BAPEN
- Responses to targeted advertising in appropriate media and professional journals
- 3rd Sector and voluntary body organisations

7 Application and Appointment

7.1 The Trustee Board may wish to provide the opportunity for an informal conversation between prospective candidates and the Chair of the Board or another named trustee.

7.2 Other than 7.1 above, all candidates should express their interest in a letter/email containing:

- A current Curriculum Vitae
- A description of how their skills and experience fit the role description
- Additional information that the applicant feels might enhance their suitability

7.3 The information provided in 7.2 above will be considered by a panel appointed for the purpose by the Board of Trustees

7.4 Candidates considered as suitable by the panel will be either shortlisted for interview or be retained on file for future suitable vacancies (with the candidate's consent). Other candidates will be notified that they have been unsuccessful and thanked for their interest

7.5 Shortlisted candidates will be interviewed by a panel appointed for the purpose by the Board of Trustees. This may be the same panel used in 7.3 above

7.5 Following interview/s, the panel will make recommendation to the Board of Trustees regarding suitable appointment/s for the current vacancy, which the Board will confirm or otherwise. All shortlisted candidates not appointed will be informed that their application has been unsuccessful, but if deemed appropriate by the panel, their application will be retained on file for future suitable vacancies (with the candidate's consent)

8 Checks and Data

8.1 Following confirmation of appointment by the Board of Trustees, the BAPEN Hon Secretary will oversee the collection from the new trustee of the following:

- A completed and signed Declaration of Interest form
- A completed and signed Declaration of Eligibility to Act as a Trustee form
- Confidential data provided by completion of a full application form'
- Confidential data provided by completion of BAPEN EDI Questionnaire

8.2 Following receipt of the documents listed in 8.1 above, the Hon Secretary will ensure that Charity Commission records have been updated to include the new trustee

9. Induction

9.1 Following approval by the Board of Trustees, it is the responsibility of the Chair of the Board to contact the new trustee to offer a personal welcome. The Chair should also welcome and introduce the new trustee at their first Board meeting attended

9.2 The Hon Secretary should ensure that the new trustee is provided on appointment with an induction pack that contains as a minimum (and if not sent earlier in the process):

- A copy of the BAPEN Constitution
- A copy of the BAPEN Organisational Structure Diagram
- A copy of the current BAPEN strategy and associated annual plans
- A copy of the latest Annual Report and Audited Accounts
- Relevant policy documents including EDI, Conflict of Interest and Finance
- Minutes of the most recent Board of Trustees meetings
- A copy of the 'BAPEN Trustees' 6 Main Duties' document
- Diary dates including trustee meetings for the coming year
- Information on how to access the members' area of the BAPEN website