



Trustee Recruitment and Selection

Lintel Trust operates a well-established process in the recruitment and selection of Trustees:

After undertaking an Annual Skills Audit, existing Trustees and senior staff identify the skills, experience and qualities required of a new Trustee.

Recruitment information is issued to a variety of publications/websites detailing vacancies and opportunities at Lintel Trust. Existing Trustees are encouraged to consider their own networks of contacts and make recommendations where relevant. The same application process applies to all applicants, whether invited to apply or not.

Information is issued to interested parties detailing the responsibilities and time commitments involved in Lintel Trust Board membership.

Potential Trustee is invited for an informal discussion with the most senior member of staff at Lintel Trust and then the Chair/Vice Chair of the Lintel Trust Board.

The potential Trustee is issued with an application form detailing relevant experience and what they can offer the Board in terms of expertise, specialist skills and experience. Experience gained both through paid and unpaid roles is considered to encourage a diverse Board membership.

Potential Trustee is invited to attend a Board of Trustees meeting, as an observer, to gain an understanding of Lintel Trust activities and experience of how the Board operates. This allows the potential Trustee to decide if the role is a good fit for them.

All going well, applicants are asked to declare any criminal record or bankruptcy proceedings that would exclude them from membership of a charitable body. They are also asked to provide details for two people able to provide references for them.

Existing Board members are provided with copies of applications for initial approval, subject to satisfactory references.

The most senior member of Lintel Trust staff will obtain references.

All new Board membership appointments must be approved by LHC prior to appointment.

On receipt of LHC approval, the new Trustee will participate in an induction session with senior staff and the Chair of Lintel Trust.



On completion of their induction, if required, they may be paired with an existing Trustee to act as 'mentor' for their first six months with the Trust and will become a Lintel Trust Trustee with full voting rights.

At this point, the Trustee is issued with a username and password to enable them to access the secure Board portal on the Lintel Trust website. The portal contains all relevant information including legislation, the responsibilities of the Trustee and good practice guidance from OSCR and SCVO. It also contains previous Board minutes, Lintel Trust accounts and policies/procedures relating to the Board.

Please note that Lintel Trust staff are LHC employees and are seconded to Lintel Trust. All LHC staff policies apply to Lintel Trust staff.