

SKIDBY VILLAGE HALL AND INSTITUTE APPOINTMENTS POLICY

Introduction

This policy document outlines the framework for the election of officers and the appointment, onboarding and resignation of members. It has been put together in line with guidance from the Charity Commission and in accordance with Skidby Village Hall and Institute's Trust Deed.

Election of officers and committee members

The offices of President and Vice President will be honorary life-service appointments, terminated by either the resignation or the death of the officer concerned.

The offices of Chair and Vice Chair will be annual appointments which are renewed at each Annual General Meeting. There is no set length of term for either office, given the difficulties often faced by organisations of this nature in recruiting to these positions.

The President, Vice President, Chair and Vice Chair will all be automatically members of the Management Committee. All members of the Management Committee will also be registered as Trustees of the Skidby Village Hall and Institute charity.

The Annual General Meeting shall also appoint a Secretary, Treasurer and Bookings Secretary. All three officers will be re-appointed annually at the Annual General Meeting and will also be members of the Management Committee and Trustees.

The Annual General Meeting shall also appoint a Management Committee consisting of 16 people (with a quorum of nine) in accordance with the terms of the Trust Deed.

Appointment of new members

Prospective new members may request to join the committee by contacting the Secretary, either on their own initiative or in response to an appeal publicised by the Committee. Subject to meeting the requirements of the Trustee Statement of Eligibility, new Trustees may be invited to join the Board and Management Committee, and co-opted with the majority agreement of the existing members.

Further to this, each Trustee will:

- Have their details entered on the Charity Commission website
- Be provided with a copy of the past year's ordinary meeting minutes and the most recent AGM minutes
- Be advised of the dates of forthcoming meetings

On appointment, Trustees:

- Will be given a letter of welcome from the chair (digital or hard copy on request)
- Will be given a copy of the last meeting minutes prior to them joining the committee (digital or hard copy on request)
- Will be sent a digital (or hard copy on request) copy of the Charity Commission trustee welcome pack

- Will be sent digital (or hard copy on request) copies of the Skidby Village Hall and Institute policies (until the policies are added to the website then new trustees should be directed to the website to read the policies)
- Will be asked to complete and sign the Statement of Eligibility

Expectations of Trustees

It is expected that members will:

- Attend and participate in monthly committee meetings where possible
- Declare any conflict of interest relating to matters being discussed by the Management Committee
- Understand that decisions are made co-operatively by the Committee and recorded in the Minutes accordingly

Resignation of Trustees

Trustees wishing to resign from the Board of Trustees and Management Committee should do so in writing to the Chair of the committee.