**SVC Board of Trustee: Appointment Procedures**

This document serves to give notice of the SVC Board of Trustee Recruitment, and sets out the procedures for trustee appointment.

Positions and Eligibility

The positions up for renewal are;

* SVC Chair
* SVC Vice-Chair
* SVC Treasurer
* SVC Secretary
* SVC Communications & Marketing Officer
* SVC Events & Fundraising Officer (x1)
* SVC Events & Fundraising Officer (x2)
* SVC General Trustee (x4)

Role descriptions for each of the above positions can be obtained by contacting E.Dixon@svcardiff.org

SVC is a student-led charity so the positions highlighted in yellow and 60% of the overall positions (including the three highlighted positions) are reserved specifically for students in full-time education only.

To be eligible to undertake a Trustee role of a charity, such as SVC, the law states that you should be aged 18 years or over, be free from criminal convictions involving dishonesty or deception, are not legally bankrupt or barred from being a trustee or company director in any other way.

Candidates may apply to be considered for up to two positions if they wish to do so, but may only be appointed to one position at any one time.

**Appointment**

Applications open on Monday 19th February 2018. Applications will close on Tuesday 13th March 2018 at 05:00pm, SVC reserves the right to close applications early if sufficient applications have been received.

Positions maybe reopened after the closing date if sufficient applications have not been received or if positions are unfilled.

Applications should be sent to Emma Dixon at E.Dixon@SVCardiff.org electronically or can be submitted on paper into the SVC office, marked PRIVATE AND CONFIDENTIAL.

**Initial Screening**

Once applications have been received they will be made anonymous by removing the first four pages and the equal opportunities form, the anonymised applications will then be distributed to the selection panel which is made up of three people consisting of either existing Trustees, the SVC Manager/Staff, SVC Alumni, volunteers, lead volunteers, SVC Affiliates or where appropriate service users. The panel will individually assess your application against the person specification provided and create a short-list.

**Follow-up Discussions**

Candidates who are successfully shortlisted will be invited to a structured discussion with the selection panel. Discussions will be held at the SVC Office. Discussions will be an opportunity for candidates to support their applications and will be assessed on the person specification provided and SVC’s needs.

Results will be announced after all follow-up discussions have taken place with all shortlisted candidates for the position you have applied for. Unfortunately spaces are limited and if your application is unsuccessful please speak to the SVC manager/staff for feedback and to find out how else you can support SVC.

**Registration**

If your application is successful you will be contacted and offered a position. You will need to come into the SVC office to register with the charity commission, complete a renewed Enhanced disclosure check (DBS) and complete paperwork.

**Complaints**

Any complaints must be submitted in writing to the SVC Board of Trustees. The complaint must note the recruitment procedure that has been breached, and provide full details and evidence of the incident. These must be received within 24 hours of the incident occurring and prior to the closing of applications. Only complaints about the process of the recruitment strategy itself will be considered once the application process has begun, and these must be submitted within 24 hours of the results being declared.

**Recruitment Administration**

Administration of Trustee recruitment, including DBS checks, anonymization and reference requests will be the responsibility of the SVC Staff representative (Emma Dixon) supported by the SVC staff team and any members of the current SVC Board of Trustees not seeking to re-apply.

Any complaints will be processed by an Appointment Committee, formed of three trustees not seeking re-appointment, and not already on the selection panel. The Appointment Committee will have final say on all matters including but not limited to recruitment fairness and rulings on complaints that arise.

**Help and Support**

The Trustee appointment process has been designed to get the best out of candidates and ensure SVC has a good board to lead it in future years. If you need any help or support in completing or preparing an application please get in touch with the SVC Staff Representative, Emma Dixon, who will be more than happy to help. If Emma is unable to help you directly she will do her best to put you in touch with someone who can.

To protect the integrity of the process and to ensure fairness throughout, members of the selection panel cannot discuss your application with you outside of the process until the process is complete. This is to maintain anonymity in the initial stages of the process and to ensure equal treatment of all candidates.

Please remember we are not assessing your ability to fill in an application form or attend an interview, these are simply methods for assessing how you would fit into the SVC community and be an effective trustee.

Good Luck from everyone at SVC.

Additional Information

Student Volunteering Cardiff (SVC)

Top Floor Office

5-7 Museum Place

Cardiff

CF10 3BD

generalenquiries@svcardiff.org

029 216 76780

[www.svcardiff.org](http://www.svcardiff.org)

Charity Commission:

<https://www.gov.uk/guidance/charity-trustee-disqualification> - To check your legal eligibility for being a trustee

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do> - Guidelines for being a trustee

Welsh Council for Voluntary Action (WCVA):

<http://www.wcva-ids.org.uk/wcva/1162> - The role of a Trustee – Duties and Responsibilities