

1st Felixstowe Sea Scouts: Trustee Appointments Process

POR (<https://prod-umbraco-core.azurewebsites.net/media/a54dwoue/may-2025-update-to-por-no-marked-changes-v1.pdf>) 5b.3.3 applies:

"The selection processes leading to appointment of Trustees must include a rigorous and transparent selection process and may include a nominations process or an election process or other locally appropriate procedures. It may include selection of persons with specific skills from outside the Scouts.

The Trustee vacancies should be advertised widely, including to all members of the Scout Council aged 18 or over, so that it is clear that it is an open process.

Persons recommended for appointment to the Trustee Board may include members of the Scout Council and may also include people from outside the Scout Council (including people from outside the Scouts) provided that there is no conflict of interest."

1/ Identifying vacancies:

Appointments are made at the AGM, for between 1-3 years. This is minuted. It is thus clear when appointments are ending and a vacancy is created. Trustees may also resign within their appointment period, which creates a vacancy.

The Trustee board may identify specific skills they feel would benefit the Group Trustee Board, and when those skills are not already within the Group Trustee Board, this creates a vacancy. Such decisions are minuted via the normal Trustee Board meeting minutes.

2/ Advertising vacancies:

Vacancies will be advertised via the groups website and social media feeds, either as part of the AGM preparations, or as vacancies are identified for specific skills, or if a Trustee resigns. The Group Scout Council will be notified of vacancies via their email list, including a link to the website.

All vacancy adverts will include an application email address, a reference to the selection process (this document) and an application cut off date.

All vacancy adverts will describe the role being advertised, with links to the appropriate section of the POR if applicable.

3/ Applicant selection:

People applying for vacancies will be acknowledged as soon as possible by return email and recorded on a private list visible only to the Board. After the application cut off date, this list of applicants will be reviewed by the Board at a regular or special meeting, to consider how each fits the

role, their relationship to the Group and their locality & availability.

The Board will invite up to two applicants who best fit the role for separate interviews, before selecting one to be nominated at the AGM, or appointed as an interim until the AGM.

If there are no applicants, the Board will propose people to reach out to for nomination or interim appointment.

All applicants will be informed by email of their application outcome following the selection process.