

OSTEOPATHIC EDUCATION AND RESEARCH LIMITED

SECTION 3
Trustee Recruitment Process

Issue 1

December 2016



Contents

PROCESS FOR TRUSTEE RECRUITMENT 3
Appendix 1 ESO Trustee Application Form 5

PROCESS FOR TRUSTEE RECRUITMENT

Step 1: Potential trustee identified and details passed to the Company Secretary

Step 2: Company Secretary to make contact via telephone or email and make arrangements for an informal conversation to assess if both parties happy to proceed. Arrange a date for a visit to Boxley.

Step 3: Send out Application Form (Appendix 1) and the following documents:

Charity Commission: The Essential Trustee
Latest set of Annual Report and Accounts

Step 4: Company Secretary and HR Manager to show the candidate around the Boxley site. Provide feedback to Chairman and CEO

Candidate to return the Application Form.

Step 5: Chairman and CEO to meet with candidate, and agree if suitable.

Seek references as appropriate.

Check with Companies House re any previous disqualifications.

Check with Charity Commission re any previous disqualifications.

Step 6: Provide formal feedback to the candidate. If successful, and the candidate has accepted the offer, the additional documents will be issued:

ESO Misc Information for Trustees (details on Board meeting dates, papers etc)

Charity Commission: Conflicts of Interest for Trustees

ESO Declaration of Trustee Interests

ESO Register of Trustee Interests

ESO Trustee Code of Conduct

ESO Trustee Role Description – for signature

ESO Terms of Reference for Board, FSC, Remuneration Committee

ESO Guide on Trustee Skills

ESO Form – Trustee Skills Audit

ESO Fit and Proper Person Declaration

ESO Learning Zone Information

ESO Information Gathering Form: for Companies House
The Civil Society Guidance Note: The Role of Governance
Mazars Guidance Note: Code of Conduct for Trustees
Articles of Association
List of current Trustees
Last 2 sets of Board minutes
Organisation structure
Information about Trustee training
Examples of the organisation's marketing literature, business cards and other corporate publications will also be included if appropriate.
Board Governance Manual

Step 7: Chairman to make recommendation to the Board and appointment to be approved at the next meeting.

Notify Companies House and Charity Commission.

Appendix 1 ESO Trustee Application Form



ESO Trustee Application Form

Personal Details

Title:	
First name(s):	
Surname:	
Address (for correspondence):	
Postcode	
Tel:	Mobile:
Email:	

Interest and Motivation

Please explain why you would like to become a Trustee of the European School of Osteopathy.

Skills

What relevant skills and expertise would you bring to the Board?

Experience

Please list below, details of recent relevant experience including employment, voluntary work, community activities, etc. (You may wish to attach a separate CV to the application form).

Links

Do you have any personal or professional links with the European School of Osteopathy?
If so please specify.

References

Please supply us with the names and contact details of two referees that we may contact.

Name:

Address:

Postcode:

Tel: (daytime)

Email:

Name:

Address:

Postcode:

Tel: (daytime)

Email:

Declaration

I declare that:

- I am not an undischarged bankrupt
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent)
- I am not, in the light of the above, disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information my application may be disqualified or, if I have already been appointed that appointment may be revoked.

Signed_____ Date_____

Thank you for completing this application form and for your interest in becoming a Trustee of European School of Osteopathy.

This form should be marked 'Confidential' and returned to Denise Roberts at
CompanySecretary@eso.ac.uk

Please note that all data will be held in the strictest confidence and in compliance with the Data Protection Act of 1998 and will only be used for the purpose of selection of trustees.