



Registered Charity No. 1076362

[www.yacwag.org.uk](http://www.yacwag.org.uk)

## **Policy for the Recruitment, Induction and Training of Committee Members**

### **Recruitment**

- Under the Charity's governing document, members of the Committee may be either appointed by third party organisations, elected at Annual General Meetings or co-opted between Annual General Meetings.
- When a committee vacancy arises or there is a need to coopt a person with specific skills, knowledge or expertise it will be advertised to the members in the first instance and thereafter more widely in the community.
- Committee will advertise widely to attract suitable individuals with appropriate skills, interest or expertise, with a view to their seeking election or co-option to the Committee.
- Any new member of the Committee must sign a declaration that they are eligible to act as a Charity Trustee.
- The Committee will also take into account the need to ensure that the Committee membership is sufficiently diverse to provide a reasonable representation of the local population and covers the range of skills required by the Charity.

### **Induction**

- All Committee members will be provided with a copy of YACWAG's Governing Document.
- New Committee members will be given a copy of YACWAG's latest accounts and minutes of at least the 2 previous Committee Meetings and referred to the website. They will also be given copies of relevant Charity Commission leaflets relating to the responsibilities of Charity Trustees.
- All Committee members will be familiar with YACWAG's policies.

## **Training**

- All trustees will be offered basic safeguarding training within 12 months' of joining the Committee.
- All Committee members will be encouraged to read appropriate relevant newsletters and information provided by The Charity Commission regarding charities, as well as information provided by other organisations relevant to the functions of YACWAG.
- Any member with particular responsibility will be encouraged to undergo any necessary training with regard to that responsibility.
- If Charity Trustees were expected to undertake training any necessary expenditure will be re-imbursed. This includes the cost of any childcare or other expenses.

Adopted: 2019

Reviewed: 24th March 2021

Next date for review: March 2024