
Policy on the Recruitment of New Members to the Voluntary Board of Trustees

Policy Area	Policy on the Recruitment of New Members to the Voluntary Board of Trustees
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Policy

A central feature of the Family Resource Centre (FRC) programme is the involvement of local people in identifying needs and developing needs-led responses. FRCs involve people from marginalised groups and areas of disadvantage on their voluntary management committees. This approach ensures that each FRC is rooted in the community and this, in turn, makes it a vehicle for delivering other programmes in the community. FRCs are participative and empowering organisations that support families while building the capacity and leadership of local communities. Thus, members of the community should be able to express an interest in representing a target group and putting themselves forward for nomination to the Voluntary Board of Trustees. Those that present themselves should be given the appropriate information and training that will enable them to make an informed decision about becoming a Trustee and joining the Voluntary Board of Trustees.

The Voluntary Board of Trustees is responsible for ensuring that the Centre makes the most effective and efficient use of its resources to achieve the aims and objectives agreed in its annual Work Plan. This includes overseeing the work of the Family Resource Centre, managing staff, fulfilling the Centres' contractual obligations with Tusla, the Child & Family Support Agency as well as its legal obligations as a Limited Company, Charity and as an Employer.

Membership of the Voluntary Board of Trustees of torc.CFRC

Number of Trustees

The Constitution/Articles of Association of the torc.CFRC outlines the minimum and maximum number of members of the Voluntary Board of Trustees.

Criteria for membership of the Voluntary Board of Trustees of torc.CFRC

- Be a member of the intended beneficiaries of the FRC and / or have a knowledge and understanding of the issues for the target groups.
- Have an interest in and / or understanding of family support and community development practice and principles.
- Be a member of a working group of the FRC or have volunteered directly with, or on behalf of, the FRC for at least one year.
- Be willing to further the FRCs aims and objectives.
- While the Board of Trustees may include professionals and staff of other agencies working in the community, there are no places reserved for any statutory or professional agency.
- Be willing to participate in appropriate training.
- Have an ability to work as part of a team and to be a good listener.
- Have the time to make a commitment to torc.CFRC and attend meetings and

planning and review days as required.

Rules Governing Membership

- In the recruitment of volunteer's people will not be discriminated against on any of the nine grounds that are stated in the Equality legislation.
- There should be no conflict of interest, or potential conflict of interest, in relation to membership of the Voluntary Board of Trustees – such as immediate family relations, FRC work colleagues etc. Members of the Voluntary Board of Trustees are there in an individual capacity and do not represent any other groups, organisations, political party, or sectoral interests in the area.
- Members of the Voluntary Board of Trustees must be fully committed to the guiding principles and ethos of the FRC and willing to abide by the Centre's Code of Conduct.
- In line with the FRCs Constitution/ Memorandum and Articles of Association, at the first, and every subsequent annual general meeting of the company, at least one third of the members of the Board shall retire from office. The Board members to retire in every year shall be those who have been longest in office, but as between persons who became Board members on the same day, those to retire shall (unless they otherwise agree amongst themselves) be determined by lot.
- A retiring Trustee shall be eligible for re-election subject to a maximum of (INSERT NUMBER OF YEARS) consecutive years of service as outlined in the FRCs Constitution/Memorandum and Articles of Association.
- A retiring Trustee can join or remain on a sub-committee and after (INSERT NUMBER OF YEARS) are eligible for re-election to the Board of Management.

Strategy to recruit new members into the FRC and onto the Voluntary Board of Trustees

The Centre will pro-actively target local people on an on-going basis and encourage them to volunteer with the FRC with a view to joining the Voluntary Board of Trustees, should they so wish, after they have been working with the FRC for a year. An updated membership list will be maintained by the Company Secretary (INSERT NAME OF COMPANY SECRETARY).

This strategy should ensure that, at least every 2-3 years, a number of new members should always be available to join the Voluntary Board of Trustees. The FRC will aim to renew the membership of the Voluntary Board of Trustees by two to three new Trustees every 2-3 years. In this way, a constant level of experience and expertise will be retained on the Board and the more experienced Trustees can mentor and support the participation of the new Trustees to the Board.

Strategy

1. The existing members of the Voluntary Board of Trustees, other volunteers and staff will identify potential volunteers and encourage them to participate in a working group or to volunteer in some other capacity with the Family Resource Centre.
2. Self-selection – some people may declare an interest in volunteering with the FRC.
3. The Centre will host an open day / information session annually to encourage local participation in the work of the FRC and actively promote volunteering.
4. The Voluntary Board of Trustees, in line with the FRCs Constitution/ Memorandum and Articles of Association, have the power at any time, and from time to time, to appoint any person to be a member of the Voluntary Board of Trustees as an addition to the existing members up to a maximum of (INSERT NUMBER) additional members. The Voluntary Board of Trustees also has the power to appoint any person to be a member of the Board to fill a casual vacancy. Any member appointed in accordance with this Article shall hold office only until the next AGM and shall then be eligible for re-appointment.

Implementation of the Strategy

1. Before the AGM, the Voluntary Board of Trustees will seek nominations for new Trustees from the working groups and / or from volunteers that have been volunteering with the FRC for at least one year.
2. Proposals may be submitted in writing prior to the AGM, i.e., at least 10 working days prior to the AGM.
3. New Board members will be proposed and seconded at the Annual General Meeting (proposed and seconded by existing members of the FRC).
4. Following the AGM, in circumstances where a specific gap in experience, knowledge or expertise is identified, the Voluntary Board of Trustees will have the authority to co-opt additional Trustees on to the Board to address that particular gap. (The new Trustee(s) may not necessarily be a member of a working group or an existing volunteer with the Centre - see No. 4 above).
5. An induction and training programme will be drawn up to for potential new Board members in liaison with the Chair/Manager/CEO
6. An induction pack will be presented to each new member:
 - Current membership of the Voluntary Board of Trustees and a list of sub-committees / working groups.
 - Policies and procedures of the FRC.
 - Copy of the Constitution/Memorandum and Articles of Association.
 - Copy of the Service Level Agreement (SLA) with Tusla, the Child & Family Agency.
 - Information about the national Family Resource Centre Programme.
 - Copy of recent newsletters / minutes of relevant meetings etc.
 - Outline of the support structure that are available.

- Expenses forms / financial procedures.
- Copy of the General Family Resource Centre Induction Pack.

Review

This policy will be reviewed in 3 years or sooner should circumstances change.

Revision History

Revision No.	Approval Date	Document Reference and Changes Made	Name