

AVP Britain Trustees Policy

The aim of this policy is to propose a division of labour and specific ways of working amongst Trustees and between Trustees, Operations Committee and Regional Committees that will enable us to work together to successfully further the development of AVP Britain as an effective organisation, fulfilling its charitable purposes. This policy also covers how Trustees are recruited.

Recruitment of Trustees

The Chair will keep a list of Trustees and when each one's service ends. On an annual basis, the Board will agree what skills, experience and knowledge are needed going forward, bearing in mind which Trustees terms are due to end in the coming year.

The Trustees will agree responsibilities and a process for recruitment; in doing this, they take care to comply with any specific requirements set out in the charity's governing document. Some of the work may be delegated to a sub-group of trustees, but the whole trustee board remains in full control of the process and decisions.

Anyone who wishes to become a Trustee needs to fill in an application form. Short-listing and interviews take place against the criteria below. Interviews are carried out by a small panel of Trustees, and each candidate is asked similar questions to ensure a fair and objective approach. The panel will check that the candidate has not been disqualified from acting as a Trustee, and candidates are asked to confirm in writing that this is the case. Candidates are asked to consider and declare any existing or potential conflicts of interest. Notes are kept of each interview. A report will be made to the next Board meeting, which will make a final decision on whether or not to accept the candidate.

Person specification

Board members will:

- Understand and accept the legal duties, responsibilities and liabilities of being a Trustee;
- Be committed to AVP, its purposes and its values as set out in the constitution, strategic aims and values statement;
- Be willing to devote the necessary time and effort to the job;
- Possess good judgement and independence of mind;
- Have good strategic vision; and
- Be able and willing to work collectively and effectively as part of a group.

These are the criteria to be used by the Board when deciding whether or not to accept a new Trustee. Accepted candidates are invited to join the Trustees, subject to references, formal vetting and approval by the full Board.

Once approved, the Chair writes to the prospective Trustees, setting out their duties and the charity's expectations of them; they are asked to sign and return a copy of the letter.

An induction pack is sent to new Trustees, and a full induction process is arranged. New Trustees meet existing Trustees and others involved with the charity, such as members of staff, volunteers and beneficiaries. New Trustees will be offered the chance to "buddy" with an existing Board member.

The new Trustees attend their first board meeting and are duly welcomed. All relevant parties, such as funders and the charity's solicitors and auditors, are notified of the new appointments.

Areas of Responsibility:

Trustees and Operations Committee work together to ensure that the strategic, organisational and operational needs of AVP Britain are met. The following table suggests how areas of responsibility could be divided between the two bodies:

Trustees	Operations Committee
<ul style="list-style-type: none"> • Governance (national strategy, structures, legal matters, policies, Trustees, finance and fundraising) • Accountability – e.g. keeping and archiving complete and correct minutes & ensuring that main decisions are shared • Safeguarding (one Trustee to be the national Safeguarding Officer until such a time as we have a National Coordinator) • Oversight of communications (internal and external) website, IT • Staff (one person to be responsible overall, with delegated responsibility to individual Trustees) • Oversight of our core work (in the regions / prisons / FUTC) • Quarterly reporting – collating information and statistics for the Annual Review • AGM, organising meeting, minutes, membership subscriptions • Practical arrangements for National Gathering (in conjunction with Region responsible for programme) 	<ul style="list-style-type: none"> • Ensuring that consistent guidelines and procedures are in place for the running and development of workshops • Quality and consistency of delivery of workshops, projects and programmes, including FUTC • The development of training materials / manuals etc • Oversight of facilitators and training (including T4F) in conjunction with Regional Coordinators, who will have the practical day-to-day oversight. • Overview of volunteers, in conjunction with Regional Coordinators and committees • Communication with and between regions (e.g. organise meetings of regional coordinators) and support of regional management committees • Equality and Diversity

Trustees and Operations Committee will keep in regular communication with one another by:

- sharing minutes of meetings, and
- through a link Trustee on the Operations Committee

Specific roles that are needed on the Trustee body are:

- Treasurer
- Chair (and Co-Chair)
- Minutes Secretary

Ways of Working:

- We agree to set up Working Groups to take forward action points in our Strategic Plan. All Trustees should belong to at least one working group
- Each working group will have a named contact. Working groups will consist of at least one Trustee and / or member of the Operations Committee, together with internal or external volunteers to ensure expertise and complete specific tasks. All working groups will report back to Trustee meetings on progress
- Timescales should always be agreed upon for tasks. If people are unable to keep to those timescales, they should communicate this to their group to prevent slippage
- A list of agreed tasks will be drawn up by the Chair after each Trustee meeting and circulated with the minutes.

Conduct of Meetings

All meetings will be conducted with **AVP principles** in mind e.g.

- a. We look for and affirm one another's good points
- b. We refrain from put-downs, of self and others
- c. We give each other space to speak
- d. Volunteer yourself only
- e. Confidentiality: some of what is said during Trustee meetings may be confidential, although main decision points from meetings will be shared with the AVPB community.
- f. Everyone has the right to pass
- g. Look after yourself and others
- h. We start (and end) on time
- i. We acknowledge and respect our differences

The Secretary will send out a reminder of items for the Agenda of the next meeting not later than two weeks before the meeting. Suggested agenda items will then be sent to the Chair who will discuss a final agenda with the Co-Chair. This will then be sent to the Secretary to send out.

Minutes will be agreed upon in the meeting. After each item a minute will be read out, discussed and a final version agreed. After that point the minute should remain unchanged (apart from minor corrections for punctuation, spelling and grammar that do not change the meaning or intent of the minute). Minutes should be concise and chiefly record decisions. Once minutes have been checked by the Chair for accuracy, they should be sent out to the Trustee body – as soon as possible after the meeting itself. Main decision points will then be available on the AVPB website and a synopsis of what happened at the Trustee meeting included in the newsletter.

Timing: The Chair will decide on a time for each item on the agenda and ensure that people are clear what the outcome of any agenda item should be (e.g. do we need to make a decision or not?) This should ensure that we move through the agenda and finish on time.

Making decisions

Trustees often have to make decisions as to the way forward on given issues for the organisation. As AVPers, we aim for consensus, but know that this can be a long process. In practice we aim for majority decisions, where at least 75% of the Trustee body are in agreement.

When faced with a decision, it is helpful to consider where we are on the following spectrum:

- This matter is so important to me that I will leave if I don't agree
- I really don't like it but I am in the minority so I accept the decision
- I don't particularly like it but I can live with it
- I think it's a good decision, though there are some reservations
- I wholeheartedly agree with this decision

Once a decision is made it will be minuted. It is important that everyone then accepts the decision, despite any personal misgivings.

Agreed June 2018
Review Date June 2019