

FRIENDS OF PENLEE HOUSE MUSEUM AND GALLERY

APPOINTMENT OF TRUSTEES

- Trustees are appointed by the annual general meeting of the Charity. They may also be appointed by the Board of Trustees who may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause 15 (Retirement and removal of charity trustees), or as an additional charity trustee. The maximum number of trustees allowed by the Constitution is 12.
- Opportunities to become a Trustee will be advertised on the website and by any other appropriate means.
- Those interested will be given the opportunity of an informal talk with the Chair before submitting an expression of interest.
- Prospective Trustees will be asked to provide a short biography, and draw attention to interests, experience and skills which are relevant to the role. Prospective trustees must also demonstrate their eligibility to be a Trustee (see Appendix below). This information will be kept on file by the Secretary.
- A prospective Chair, Secretary or Treasurer will also be asked to provide two referees and the Secretary of the Friends will be responsible for seeking references. References will be retained until the recruitment process is completed and then shredded. The references will be made available to members of the interview panel only.
- Prospective Trustees may also be asked to complete the NCVO trustee skills audit, which will be used in the selection process to enable known skills gaps to be filled.
- Prospective Trustees will be informally interviewed by at least two Trustees (normally including the Chair). The interview panel will satisfy themselves of the suitability of the interviewee and the contribution they can make to the work of the Friends. The panel will make recommendations to the Board of Trustees, which will make a decision or, depending on timing, a recommendation to the AGM.
- The Secretary will inform those people interviewed of the recommendation to be made to the Trustees as soon as possible after the interview has taken place. Any notes taken by the interview panel, will be disposed of after the interviews have taken place.
- In accordance with the Constitution, no one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged by letter to the Secretary, his or her acceptance of the office of charity trustee.

Approved by the Trustees: 27 November 2024

APPENDIX: ELIGIBILITY TO BE A TRUSTEE

The Constitution's requirements for eligibility are:

1. Every charity trustee must be a natural person
2. No one may be appointed as a charity trustee:
 - if he or she is under the age of 16 years; or
 - if he or she is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).