



GOVERNANCE (OR ORGANISATION) POLICY

Purpose of the Policy

Good governance is necessary to ensure the overall direction, effectiveness, supervision and accountability of an organisation. Nots SVSS Board of Trustees has implemented a linear management structure to ensure that the best interests of the organisation are adhered to at all times.

Structure of decision making

The Board of Trustees has overall responsibility and accountability for the organisation including strategic decision making. Individuals are nominated into three key roles within the Board of Trustees; these are Chair, Company Secretary and Treasurer. (See Appendix 1 (Role Description for Trustee officers))

The Chief Executive oversees the running of the organisation and service delivery on a day to day basis on behalf of the Trustees, ensuring quality services are delivered, service development and funding is achieved and the smooth running of the organisation. They ensure that the organisation works in line with its Business Plan and the ethos of Nots SVSS.

The Board will review policies and procedures on a rolling basis. Individual policies will be reviewed at least once every three years.

Trustee Recruitment and Selection

Planning the recruitment of new trustees is an important aspect of good governance. It is good practice for trustees to be looking ahead to ensure they can fill vacancies on the trustee board when they arise. Planning ahead can also help ensure that new trustees bring the skills, knowledge, experience and attributes that the board needs to work effectively. Recruiting a new trustee can also widen the diversity of the board and help to reach out to a wider group of potential recruits.

When recruiting, Nots SVSS will

- assess what skills are needed
- review its ability to welcome and accommodate a new trustee e.g. suitability of meeting times, support for a trustee with disabilities
- have a clear description of what is wanted in a Trustee to suit the particular needs at that time
- ensure candidates match with the Trustee Role Descriptions and Person Specification

Selecting New Trustees

When Nots SVSS recruits new trustees, it will follow a selection process to help identify those candidates who best meet the skills and qualities desired.

Nots SVSS will follow a formal process that will include:

- the potential trustee filling in an application form
- conducting an interview
- completing a Disclosure and Barring Service (DBS) form at enhanced level