

BOURNEMOUTH SYMPHONY ORCHESTRA BENEVOLENT FUND

↪ a charitable fund set up in 1958 to provide financial support for musicians
with prolonged or serious illness or injury ↩

Policy on Recruitment of Trustees

The Trustee Board takes its authority and its responsibilities from two sources:

- Under the Charities Act 1993 the trustees of a charity are “the people responsible under the charity’s governing document for controlling the management and administration of the charity, regardless of what they are called”. Charity law lays a number of specific duties on all charity trustees, which are reflected in these terms of reference. In essence these are:
 - A duty of compliance with the charity’s objects, its governing documents and all relevant legislation and regulation.
 - A duty of care, to ensure that the charity is well run and efficient and that professional advice is sought in order to manage risk.
 - A duty of prudence in respect of managing the charity’s assets.
 - Our Memorandum and Articles of Association (the constitution) sets out who may become a trustee of BSOBF, how trustees are appointed and their powers.
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1. Introduction

1.1 Recruiting the right people to hold Trustee Official positions is vital to ensure the BSOBF delivers the best representation and benefit for its members. Recruitment may be required due to end of tenure, retirement or new positions being introduced as a result of organisational growth.

1.2 This policy outlines the key principles of recruitment for the BSOBF and is based on best practice from public and private sectors within the United Kingdom.

2. Procedure

2.1 Advertising

- A position description and person specification will be drafted by the chairman and agreed by Trustees before an advert is placed.
- All position vacancies will be advertised to the Trustees for a period of two weeks in the first instance
- Failure to be able to shortlist a suitable candidate from within the Board of Trustees will result in the advert being published on the BSOBF website for a period of three weeks to gain candidates from the wider membership.

- Failure to be able to shortlist a suitable candidate from within the BSO membership may result in the advert being published externally. This may require the use of a recruitment agency.
- Adverts will give an informal contact within the BSOBF through which interested parties can gain further information on the position.

3 Recruitment Policy and Procedure for Trustees

Application will be by Curriculum Vitae, and supporting letter and two references (taken up following interview but prior to a formal offer being made).

4 Selection

- All advertisements will have a closing date and time for applications to be received by the BSOBF. Applications may be electronic or paper submissions. Late applications will not usually be accepted unless there are exceptional circumstances which can be evidenced.
- Short listing will be undertaken by the chairman and secretary.
- Interviews will be face-to-face, by video or telephone conference. The interview panel will consist of at least two trustees.
- Interview questions will be agreed prior to the interview being held and all interviewees will be asked the same questions. The person writing the questions will supply specimen answers and scoring template. Any panel member may ask supplemental questions.
- References will be taken up as prior to a formal offer being made.
- All formal offers of the position will be made in writing following a verbal offer by the chairman.
- Information about the candidate agreed by the interview team will be provided to the Trustees, which will include application documents and interview notes from the interview team.
- The candidate will then be co-opted into the position of Trustee on the Board of Trustees via a process of invitation from existing members. This can be done via email.
 - Ratification will take place at the Board of Trustees meeting preceding the AGM and announced at the AGM and the recruit's tenure will start then.

5. Equality

5.1 The BSOBF is committed to equal opportunities and encourages applications from all sections of the community regardless of gender, race, religion, sexual orientation or disability.