

## **Springboard Opportunity Group**

### **Trustee Information and Induction Policy**

This policy sets out our philosophy and practice when recruiting, inducting and supporting Trustees.

The documents comprising the appendix may be adapted / updated from time to time as required without necessitating Trustee approval providing that any changes do not constitute a significant alteration to our philosophy or practice.

Our Trustees are an important and highly valued aspect of our work and we aim to create a Board whose skills and experiences reflect the range of our work and responsibilities.

#### **Responsibilities**

The roles and responsibilities of Trustees, (who are Board members of Springboard) are set out in the induction and support programme set out in the appendix to this policy.

#### **Eligibility**

To help ensure impartiality, membership of the Board is subject to the following restrictions:

- No member of staff will be eligible for Board membership. This also applies for a one year after ceasing to be a member of staff
- No staff partners or close members of their family will be eligible for Board membership. This also applies for one year after their relative ceases to be a member of staff.
- No Board member will be able to apply for a paid post at Springboard within a year of ceasing to be a Board member

#### **Induction and support**

Springboard has established a wide ranging programme which aims to inform potential Board members both of their general responsibilities and of the specific nature of Springboard.

All intending Trustees will be expected to participate fully in this. If any concerns arise during this, they will be openly discussed and resolved. However, the responsibilities of a Trustee do not suit everyone, and where this is not an appropriate role for an individual, alternative ways of supporting Springboard will be discussed.

New Trustees may be co-opted to the Board during the year and elections to the Board take place at the AGM.

All elected Trustees will be expected to become and remain informed about the key issues affecting Springboard and will be supported in this by staff briefings, attendance at sub-group meetings, undertaking a Link Role, and in other ways that may be identified.

## Springboard Opportunity Group

### Trustee Information and Induction Policy

This policy was adopted at a meeting of Springboard Opportunity Group's Board of Trustees	
Held on	25.09.18
Date to be reviewed	Autumn 2021
Signed	
Name of signatory	Louise Petersen
Role of signatory	Chair of Trustees