



Procedure 3

Version 1

Procedure for roles within the Board of Trustees

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From time to time it may benefit FOYH for Trustees to take on additional responsibilities. These roles support the remit of the Constitution, giving the Board of Trustees the authority to make these appointments.

At the request of a Trustee or Chairperson a Trustee may be asked to take on such a role. This position is in addition to the role of Trustee and the person will be nominated by the Chairperson, seconded by another Trustee and voted on by all other Trustees present at the meeting where the proposal is made. Before a nomination is made a Job Description and Person Specification will be produced to ensure the most suitable Trustee is appointed.

The role will be for a period of one year when the effectiveness of the role will be re-evaluated by the Board of Trustees. At this point the Trustee may be elected for a further year, or it may be agreed that the role is no longer required.

Normally the position will be discussed and voted on at the last Trustee meeting before the AGM. This gives the Chairperson the opportunity to explain to the members why the Trustees feel FOYH will benefit from the appointment or why the post is no longer needed.

Examples of additional roles could include:

Vice Chairperson
Executive Fundraiser
Public Relations Co-ordinator
Press Officer
Assistant Treasure
Human Resources Advisor,

This list is intended to give examples of additional roles and is not exhaustive.

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