

STRUCTURE, MANAGEMENT AND GOVERNANCE

CONSTITUTION

The charity is a company limited by guarantee, incorporated on 30th October 2012 and governed in accordance with the Memorandum and Articles of Association first adopted on 30th October 2012, and subsequently amended on 8th April 2020. The charity is registered (charity number 1151939).

METHOD OF ELECTION OF TRUSTEES

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. Trustees are identified via open recruitment including encouraging applications from individuals within existing networks. Suitability for election is assessed through formal and informal conversations with the Chair of the Trustee Board ('the Board') and Director of the charity. The Board seeks to ensure that the Board and the organisation reflects different perspectives, experiences and skills.

INDUCTION AND TRAINING OF TRUSTEES

Induction of Trustees is through conversations with the Director of the charity, the issuance of formal induction materials to the Trustee and their further involvement in the work of the charity. The training of Trustees includes the provision of up-to-date financial and other information about the charity, the circulation of Charity Commission publications giving guidance on the role of Trustees, informal meetings with the team and the Director, and an annual 'in person' meeting with the Director and other staff. Induction and training of trustees strives to ensure they understand their roles and legal responsibilities, and, in particular, have read and understood: (i) the Charity Commission's guidance *'The Essential Trustee (CC3)'*; and (ii) our Articles of Association.

DECISION MAKING

The business of the charity is managed by the Trustee Board. The Trustees are responsible for the following decisions: (i) approval of the annual budget; (ii) review of finances; (iii) reviewing the performance of the charity against its stated aims and charitable objects; (iv) recruitment of the Director of the charity and for evaluation of their performance.

TRUSTEE TERM LIMITS

A Trustee will serve for a period of three years from their date of appointment and can be further re-appointed for two further terms of 3 years (a year being the period between one Board Appointment Meeting and the next). This covers all Trustees, except those who serve as ex-officio.

In exceptional circumstances, the Board may choose to allow a Trustee to serve for more than three terms if it considers the Trustee in question to be providing knowledge or resources that are crucial to the health and viability of the organisation. Re-appointment beyond a third term must be approved by a majority of the Trustees and, where this occurs, must be noted and explained in the Trustees' annual report. Where a Trustee is serving an exceptional term, this will be reviewed every year to ensure the Board regularly reviews whether the relevant exceptional circumstances continue to pertain.