Trustee Appointment Guidance Document
12th June 2019

Purpose
The Purpose of this document is to outline the guiding principles and expectations that Democratic Procedures Committee (DPC) has in order to fulfil its role in appointing Trustees of the University of Nottingham Students’ Union (UoNSU). Whilst it will include some specific provisions, this document is not intended to provide a codified step-by-step of the process but rather to give a set of guidelines within which DPC and the Trustee Board should approach their complimentary roles in the appointment process.

Values
The values that shall underpin the process are that it shall be:
- Democratic
- Transparent
- Accountable
- Collaborative

Guiding Principles and Practices
As a membership-led organisation, it is important that our members, via their elected student representatives on DPC, are given the opportunity to make informed decisions and take on an equal and collaborative role in the process of appointing our trustees. There should be an understanding between the Trustee Board and DPC that the trustees will ensure their recruitment processes are robust and thorough, but equally that DPC has a fundamental, complimentary part to play in the appointment of trustees, lending democratic legitimacy on behalf of the membership to the process.

In order to ensure DPC are best equipped to make informed decisions in a timely manner, the following should be in place:

- The Chair of Trustees, or a delegated Trustee involved in the recruitment of the appointee, should endeavour to make themselves available to the appointing meeting of DPC to answer any questions the Committee may have regarding the recruitment process.
- A rolling updated schedule of serving Trustees and their remaining term duration, as well as total number of terms served, should be provided to the Chair of DPC at the beginning of each academic year to ensure they are able to forward-plan any upcoming Trustee appointments for the year ahead and work these into the agenda for DPC. Trustee appointments should normally be complete in advance of an upcoming vacancy on the Board actually becoming vacant.
- Any applications or supporting documents involved in the recruitment of a potential Trustee should be available, within reason, to the Committee when making a decision
on whether to appoint. These items shall be considered restricted and not published within minutes or agendas of DPC. A summary of decisions should be prepared by the Chair of DPC to enter the minutes.

- In the event that a majority of Committee members feel they are unable to move to appoint a prospective Trustee due to a lack of information or they have further questions, they may submit one round of questions in writing via the Chair of DPC to the Chair of Trustees to be answered, in writing, to the Committee. There will be no expectation that a prospective Trustee must appear before DPC in person, but may do so if they wish and questions should be provided to them in advance in this instance.

- Appointments shall be made by a simple majority in a quorate meeting of DPC. Electronic voting should not normally be acceptable for Trustee appointments.

Revision
This document should be reviewed annually by Democratic Procedures Committee, normally in the final meeting of the academic year.