

Inflammatory Neuropathies UK Trustee Recruitment Policy and Procedure

1. Purpose

Inflammatory Neuropathies UK is the only UK charity wholly dedicated to providing information, support and advocacy for people impacted by Guillain-Barré Syndrome (GBS), CIDP, MMN and other Inflammatory Neuropathies.

As a UK-wide charity supporting people impacted by rare, life-altering autoimmune conditions, we are committed to ensuring our Board of Trustees has the appropriate balance of skills, experience, diversity and lived experience to govern effectively and advance our mission.

This policy sets out the principles and process for recruiting, appointing and inducting trustees to ensure:

- Transparent and fair recruitment
- Compliance with Charity Commission requirements
- A diverse, skilled and representative Board
- Strong governance and accountability
- Meaningful involvement of people with lived experience

2. Legal and Regulatory Framework

Trustees of Inflammatory Neuropathies UK have the legal duties set out in:

- The Charities Act 2011
- The Charity Commission's guidance "The Essential Trustee" (CC3)
- The Charity's governing document
- Relevant company law (if incorporated)
- Equality Act 2010

Trustees must also conform to the Inflammatory Neuropathies UK Constitution.

Trustees must:

- Act in the charity's best interests
- Manage resources responsibly
- Act with reasonable care and skill
- Ensure the charity carries out its purposes
- Comply with the charity's governing document and the law

3. Recruitment Principles

The Board will recruit trustees in accordance with the following principles:

3.1 Skills-Based and Mission-Led

Recruitment will be informed by a regular Board skills audit and strategic priorities, including:

- Relevant experience within the charity sector
- Strategy
- Finance
- Governance, compliance, and charity law
- Risk Management
- People and Culture
- Fundraising and income generation
- Marketing and Communication
- IT and Digital
- Health and social care knowledge
- Research governance
- Safeguarding
- Lived experience of GBS, CIDP, MMN or other inflammatory neuropathies
- UK-wide representation

3.2 Diversity and Inclusion

Inflammatory Neuropathies UK is committed to equality, diversity and inclusion. The Board will actively seek to recruit trustees from:

- Different regions of the UK
- Different ethnic, socio-economic and professional backgrounds
- A range of ages
- People with lived experience of Inflammatory Neuropathies
- Carers and family members

We recognise that lived experience is a strength and aim to reflect the community we serve.

3.3 Transparency and Openness

Trustee vacancies will normally be advertised publicly unless exceptional circumstances apply. The process will be open, fair and documented.

4. Trustee Eligibility

All trustees must:

- Be at least 18 years old
- Not be disqualified under charity or company law
- Complete a declaration of eligibility and conflicts of interest
- Be willing to undertake a DBS check if required

Trustees are appointed in accordance with the charity's governing document. This involves appointment by the Board and/or election at an AGM.

5. Trustee Recruitment Process

There are several steps to recruiting and appointing a Trustee. These are outlined below.

Step 1: Identify Need

The charity will conduct a Board skills audit every year. Through this process the Board will identify any gaps in skills, experience, diversity, or representation. Based on this audit and analysis, alongside vacancies within the Board, Trustees will agree a need to recruit, and will develop a role description and person specification for any roles.

Step 2: Role Description

Each vacancy will include:

- Trustee role overview
- Time commitment
- Term of office
- Required and desirable skills
- Expectations regarding meetings and committees

- Commitment to Inflammatory Neuropathies UK's values and mission

Step 3: Advertising and Outreach

Trustee roles may be advertised through:

- The Inflammatory Neuropathies UK website
- Charity sector platforms (e.g., Reach Volunteering, NCVO, CharityJob)
- Social media
- Professional networks
- Health and research networks
- The Inflammatory Neuropathies UK membership and community

Targeted outreach may be used to improve diversity or address specific skills gaps.

Step 4: Application

Applicants will normally be asked to provide:

- CV
- Supporting statement
- Declaration of eligibility
- Conflict of interest declaration

Reasonable adjustments will be made to ensure accessibility. Formats used will vary depending on need.

Step 5: Shortlisting

A panel (usually the Chair, one other trustee, and the Chief Executive) will:

- Assess applications against the person specification
- Shortlist candidates
- Document decision-making

Step 6: Interview

Interviews may be held online or in person and will assess:

- Commitment to Inflammatory Neuropathies UK's mission
- Understanding of trustee responsibilities
- Relevant skills and experience
- Ability to work collaboratively
- Strategic thinking

Interviews are likely to involve discussion with the Full Board.

Step 7: Due Diligence

Before appointment, the Charity will:

- Undertake identity checks
- Verify the eligibility declaration
- Review any conflicts of interest
- Seek references
- Undertake a DBS check (if required)

Step 8: Appointment

Appointment to a role will be in accordance with Inflammatory Neuropathies UK's constitution, and will involve being co-opted by the Board, and/or election by Voting Members at the AGM.

Successful candidates will be informed of the decision, and will be registered with the Charity Commission.

Unsuccessful candidates will be notified respectfully and may be invited to engage in other ways.

6. Induction and Ongoing Development

6.1 Induction

New trustees will receive copies of:

- The Inflammatory Neuropathies UK Constitution
- Latest annual report and accounts
- Strategic plan
- Risk register
- Policies (safeguarding, finance, conflicts, etc.)
- Trustee code of conduct
- Information about GBS, CIDP, MMN and other Inflammatory Neuropathies

New Trustees will receive an introduction to staff and services (support services, grants, local groups, forums, research activity), and a current Trustee may be assigned as a mentor for the first 6–12 months.

6.2 Training

Trustees are expected to undertake training in:

- Trustee induction
- Safeguarding
- Equality and diversity
- Risk assessment
- Fraud awareness
- Health and Safety
- Whistleblowing
- Data Protection
- Information and cyber security
- Menopause awareness
- Financial management and budgeting
- Anti-bribery and corruption
- AI
- Setting performance expectations
- Ongoing governance development
- Other training deemed appropriate for the role

Inflammatory Neuropathies UK will support trustees to access appropriate training.

7. Terms of Office

Trustees will serve terms in line with the constitution. A term of office is defined as the period between when a Trustee is first appointed by vote at an annual general meeting and when they retire. One third of all Trustees must retire at an annual general meeting. A Trustee can serve for four consecutive terms.

8. Reappointment

Prior to reappointment, trustees seeking reappointment will participate in:

- A contribution review discussion with the Chair
- Confirmation of continued eligibility
- Consideration of Board balance and succession planning

9. Succession Planning

The Board will:

- Maintain a succession plan for key roles (Chair, Treasurer, Committee Chairs)
- Develop future leaders internally
- Encourage diversity in leadership roles

10. Conflict of Interest

Trustees must declare actual or potential conflicts:

- On appointment
- Annually
- At each meeting where relevant

Conflicts will be recorded in the Register of Interests and managed in accordance with Inflammatory Neuropathies UK's Conflict of Interest Policy and Procedure.

11. Removal or Resignation

Trustees may resign in writing.

Removal will only occur in line with the governing document and charity law, and may include:

- Disqualification
- Persistent non-attendance
- Serious misconduct
- Breach of trustee duties

12. Monitoring and Review

This policy will be reviewed every two years or sooner if legislation changes, governance reviews recommend changes or the Board structure changes.

Approved by:

Date:

Review Date:

Appendix 1: Trustee Role Summary

Trustees of Inflammatory Neuropathies UK are collectively responsible for:

- Setting strategic direction
- Ensuring financial sustainability
- Safeguarding beneficiaries
- Overseeing research funding and grant-making
- Supporting UK-wide delivery of services
- Representing the charity externally
- Upholding the charity's values

Trustees must act in the best interests of people affected by GBS, CIDP, MMN, and other Inflammatory Neuropathies across the UK.