



18 High Street  
Halberton  
Tiverton  
Devon  
EX167AF

# HALBERTON VILLAGE HALL

Charities Number: 300845

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## **RECRUITING NEW TRUSTEES AND STAFF POLICY**

The Trustees recognise our social and community responsibility to encourage diversity when opportunities to recruit new trustees. All recruitment is undertaken with our Equal Opportunities Policy in mind.

### **Trustee appointments**

Any vacancy for a trustee position will be advertised and the Trustees will proactively encourage applications from potential candidates known to them. All applicants will be interviewed by the Trustees and new trustees will be selected and co-opted by agreement of the Trustees. In the event of more candidates than vacant positions, then the successful candidate{s} will be determined by a majority vote of the Trustees.

### **Staff appointments**

Staff employed by the Trust (currently a cleaner) can be nominated or the position advertised. They will be appointed on a self-employed basis but a contract of employment should be completed.

All applicants will be interviewed by the Trustees and the preferred candidate will be selected by agreement of the Trustees. In the event of more than one candidate for a vacant position, the successful candidate will be determined by a majority vote of the Trustees.

All parish groups are invited, by letter prior to the AGM, to propose a representative to serve as a Trustee on the management committee.

*Halberton Village Hall Trustees have discussed and agreed the above policy.*