

Hope Church Network Trustee Appointment process

Step	Action	Owner
1	The Trustees shall be comprised of at least: 1 Elder from each local Church 1 Deacon from each local Church 1 Member from each local church The minimum number of trustees is 3. There is no maximum number.	
2	A mid term vacancy or AGM will trigger the appointment process. An appointment date will need to be set; this may be the AGM or an extraordinary meeting of the members	
3	Either the Trustees nominate a candidate Or Local CLTs and Church members are invited to propose candidate nominations for Trustees.	Trustees/ Members
4	Local Church elders must endorse nominees. Elder and Deacon Trustees must be approved and affirmed by the local church (see Hope Church Officer Affirmation process). Member Trustees only require church elder approval. This is relevant to both new affirmations and reaffirmations.	Church Elders
5	Trustees review the candidate nominations and any candidates standing for reaffirmation. The relevant Elder Trustee contacts any new candidates and gets their agreement to stand.	Trustees/ Elder Trustee
6	Check eligibility with Constitutional guidance outlined in clause 2. Check the candidate is not disqualified and search the Charity Commission register	Gov deacon
7	Request candidate complete Hope Network's Declaration of Interest form. If prospective charity trustee will be subject to serious or frequent conflicts of interest, the charity trustees should consider whether it is appropriate to proceed with appointment	Gov deacon/ Trustees
8	Nominations and voting forms released to members – with a deadline for voting at least 14 days from the date of issue. For AGM appointments, the voting process must be completed by the date of the AGM. Member votes must be received by the stated date on the notice.	Gov deacon
9	Trustees to appoint two independent scrutinisers to count the votes and report outcome to Trustees	Trustees

10	Nominees must accept the office of trustee before an appointment can be made as per the constitution 12.2c	Candidates
11	Candidates to complete: 1. A Fit and Proper person Declaration statement from HMRC 2. Trustee eligibility form	Gov deacon
12	Inform Members that the appointments have been made. Ensure that the appointments are noted at the next meeting of the members (which will often be the AGM). Add the term of service to the affirmation date register	Gov deacon
13	Set up Hope email address, access to messaging software, issue Charity Commission access, update conflicts of interest register with Declaration of Interest form- file digitally	Administrator/Gov Deacon
14	Issue appointment and welcome email. To include: CIO Constitution CIO's latest annual report and statement of accounts. A copy of the Statement of Faith and Core Values is sent to any new appointees.	Gov deacon/ Administrator
15	Notify Charity Commission of appointment - register new trustee	Gov deacon
16	Update Bank mandates and signatories as needed	Administrator
17	Update S333 resolution at next Trustee meeting	Gov deacon
18	Announce result at following AGM	Gov deacon