



Effective Date: 01 June 2023

## Introduction

The Trustee Recruitment and Selection Policy outlines the process and criteria for recruiting and selecting individuals to serve as trustees for the Historic Army Aircraft Flight (HAAF) UK charity. This policy aims to ensure a transparent, fair, and inclusive process that identifies individuals with the necessary skills, expertise, and commitment to contribute effectively to the governance and strategic direction of the HAAF.

## Scope

This policy applies to the recruitment and selection of individuals to serve as trustees on the Board of Trustees of the HAAF. It includes the identification of vacancies, application process, evaluation, and appointment of trustees.

## Trustee Recruitment Principles

### Diversity and Inclusion

- The HAAF is committed to promoting diversity and inclusivity among its trustees, seeking individuals from diverse backgrounds, experiences, and perspectives.
- The HAAF will actively encourage applications from underrepresented groups to ensure a diverse and inclusive Board.

### Skills and Expertise

- Trustee appointments shall be based on the skills, knowledge, and expertise required to fulfil the governance and strategic needs of the HAAF.
- The Board shall aim to maintain a balance of skills and experiences that align with the organization's objectives.

### Ethical Conduct and Commitment

- Trustees are expected to act with integrity, uphold the HAAF's values, and demonstrate a commitment to the organization's mission and goals.

## Trustee Recruitment Process

### Identification of Vacancies

- The Board shall regularly assess its composition and identify any potential gaps in skills, expertise, or diversity that require trustee recruitment.

### Advertising and Promotion

- Trustee vacancies shall be advertised through various channels, including the HAAF's website, relevant networks, and other appropriate platforms.
- The advertisement shall clearly outline the role and responsibilities of trustees, desired skills and expertise, and the application process.

### Application and Review

- Interested individuals shall submit a comprehensive application, including a cover letter, resume or curriculum vitae (CV), and any additional requested documents.
- The applications shall be reviewed by a designated committee or the existing Board of Trustees, who will assess each application against the stated criteria.



### Interviews and Assessment

- Shortlisted candidates may be invited for interviews, either in person or via video conference.
- The interviews shall assess candidates' suitability for the role, including their skills, experiences, values, and alignment with the HAAF's mission.
- Additional assessment methods, such as reference checks or skills assessments, may be employed as deemed necessary.

### Appointment and Onboarding

- Following the interview and assessment process, the Board of Trustees shall make a decision regarding the appointment of new trustees.
- Successful candidates shall be notified and provided with an appointment letter and any necessary documentation.
- Newly appointed trustees shall undergo an onboarding process to familiarize themselves with the HAAF's governance, policies, and strategic objectives.

### Confidentiality and Data Protection

- The HAAF shall handle all personal information provided by applicants in accordance with applicable data protection laws and regulations.
- All recruitment-related information and discussions shall be treated as confidential, shared only with authorized individuals involved in the recruitment process.

### Review and Term Limits

- The Board of Trustees shall periodically review the composition and effectiveness of the Board, including the need for any trustee reappointments or term limits.
- Trustee appointments may be subject to term limits as defined by the HAAF's governance documents or legal requirements.

### Policy Review

This policy shall be reviewed periodically to ensure its continued effectiveness, alignment with best practices, and compliance with applicable laws, regulations, and governance standards. Any proposed changes to this policy shall be reviewed and approved by the appropriate HAAF authority.