



Board and Committee Recruitment & Succession Planning Policy

1.



To ensure that the Association is proactively responding to both the unexpected (e.g., resignations, long-term sickness) and also the expected (e.g., retirements).

This policy has the following objectives of ensuring that the Board

- Have the required skills, knowledge, and behaviours to enable people to effectively carry out their roles;
- Are representative of the beneficiaries they serve, to the fullest extent possible;
- Receive appropriate learning and development; and
- Identify potential internal successors to key positions and those positions that may require filling through external recruitment.

3. Board Composition & Skills

comprising:

- Four Trustees elected by the Association Member (shall be the President, two Deputy Presidents, and Treasurer);
- Four Trustees nominated by WEA Council (i.e., three of whom shall be appointed from different English Regions, and one from Scotland); and
- Four Trustees appointed by the -

Up to two further Trustees may be appointed by a funder. Additional Trustees may be appointed by resolution of the Trustees with consent of the Council or the Association Membership (Article 14).

In order for WEA to achieve its ambitions, and to meet the expectations of its funders and regulators, the following have been determined as the skills and abilities required among its Board:

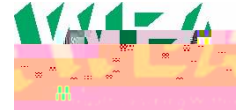
- Senior leadership of adult / further education (England and/or Scotland)
- Education inspection and/or quality assurance (England and Scotland)
- Financial management
- Risk management
- Legal and/or regulatory expertise
- IT/Digital
- Employment and/or people management
- Estate/capital development

A general Trustee role description appears as Annex 1 to this policy.

In order to ensure WEA is able to satisfy its funders of the proper stewardship of the public funds it receives, WEA should aim to ensure it has at all times a minimum of one Trustee (and ideally, two Trustees) having experience and qualification in financial management.

Equality and diversity

In addition to skills, WEA will also strive to ensure that the Board and its committees appropriately reflect the demographic profile of learners, and the lived experience of its beneficiaries.



the various course modules should be shared with the HoCG/CS who shall be responsible for maintaining the record of Trustee training.

Upon appointment, and annually as part of the appraisal process, there should be a discussion between the Trustee and the Chair of Trustees (or other member of Nominations Committee)

for their own development.

Specific, targeted training may be offered to Trustees to support them in their role on one or more



Annex 1: Trustee Role Description

Trustee

- Role Title:** Trustee
- Responsible to:** The Board of Trustees
- Eligibility:** Any person who has attained the age of 18 years and meets the statutory requirements of company directorship and trusteeship.
- Term of Office:** Appointed to a term of up to four years (renewable to a maximum of eight years), subject to review by the Nominations Committee.

Purpose of the Role

Each trustee is expected to be an active and contributing member of the Board, and to support the collective duty of the Board to set the strategic direction of WEA, and ensure compliance in all areas of legislation, policy and procedure. A trustee is expected to utilise their personal skills, experience, and knowledge to help lead WEA in the delivery of its charge ~~to the~~



Performance Expectations

To sit on at least one committee of the Board.

To attend all meetings of the Board and any committee on which you are a member, unless apologies have been sent in advance.

To scrutinise the agenda and papers in advance of any meeting, preparing to offer supportive challenge to the executive and peers in relation to business on the agenda.

To provide guidance and advice on matters in which you have special expertise.

To under

-to-date knowledge.

To participate in the life of WEA in order to gain insight and understanding of the interests of its beneficiaries, and the services and benefits WEA delivers to them.

To attend events, functions, and other meetings in the interests of WEA.

Person Specification

Essential

1. Demonstrate a strong passion and commitment to the Association, its strategic objectives, and charitable aims.
2. Good, independent judgment.
3. Ability to work effectively as a member of a team.
4. Strong interpersonal skills, networking and relationship-building abilities, and demonstrable experience of partnership working.
5. Understanding and acceptance of the legal duties and responsibilities of trusteeship.
6. Ability to commit the time required for the role, including for any training.
7. Commitment to equal opportunities and the promotion of diversity.
8. Willingness to undertake a DBS disclosure.

Desirable

9. Experience of operating at a strategic leadership level.
10. Experience of governance and being part of a board.
11. Experience of chairing meetings.
12. Knowledge of relevant sector guidance and statutory frameworks in England and Scotland.

The range of knowledge
not limited to):

Education (delivery or administration)

Senior-level experience of the voluntary sector and/or public sector

Business and commercial experience

Fundraising

Finance (recognised qualification)

Law (recognised qualification)

Charity administration and/or governance

Human Resources / Learning & Development / Organisational Development

Marketing

Experience as a beneficiary of WEA, or equivalent lived experience

Time Commitment

The expected time commitment of trustees is estimated at c. 2 days per month. Trustees serving on a committee can expect to spend at least 1 further day per month on duties relating to the committee, and more if serving as Chair of the committee.

