

Process for appointing Trustees for East Lancashire Scouts Board of Trustees

Version	Date	Who	Description of Change
0.1	09/05/2024	CT	Document Created
1.0	12/05/2024	Trustee Board	Trustees Approved
1.1	17/04/2025	CT	Changed membership opportunities from being District lead after Trustee review and updated term dates to match current members. Removed old references (ie “starting in 2024”)
	24/04/2026	Trustees	Revisions approved and recommended to County Scout Council
	18/05/2026	County Scout Council	Recommendations approved.

Introduction

This document is designed to provide a clear process for Members on how Trustees are elected to the Trustee Board for East Lancashire Scouts.

The Trustee Board is a team of volunteers who work together, as charity trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance. Effective Trustee governance helps our volunteers deliver fantastic programmes that give young people skills for life.

The Trustee board is made of a Chair, Treasurer, Lead Volunteer, Youth Lead and other Trustees and this document will give an overview of how they are appointed to the Trustee Board.

Our constitution

Every charity must have a governing document, in Scouts we call this a constitution. The constitution is formally adopted at the AGM and, in line with good practice, we will re-adopt it at every AGM.

East Lancashire Scouts typically uses the constitution as listed in Chapter 5 of Policy, Organisation and Rules which is complimented by a local document, published at the AGM on our variables such as quorum size and nominated members.

Types of Board Membership

There are three 'types' of trustee, although all are equally and legally responsible for the running of the charity.

- **Ex-officio Trustees** – these are trustees that are automatically members of the Trustee board because of their role in Scouts. For East Lancashire Scouts, that's our County Lead Volunteer and our County Youth Lead.
- **Appointed Trustees** – as well as the Chair and Treasurer, these are people who are voted onto the Trustee board as a result of a selection process.
- **Co-opted Trustees** – Trustee boards can co-opt members throughout the year and are usually brought onto the board to do a particular task or to introduce a new skill into the mix depending on the requirements at the time.

Trustee Board Size

The trustee board will have a minimum of 5 and a maximum of 12 members, including appointed, co-opted and ex-officio trustees. This allows for a variety of viewpoints without making decision-making difficult. It also follows the Charity Governance Code's recommendation.

There cannot be more co-opted trustees than appointed trustees (excluding the Chair and Treasurer).

Trustee term limits

Commencing from our 2024 AGM, Trustee board membership term limits were introduced. These term limits do not include any previous service as a Trustee and current trustees (as at the 2024 AGM), regardless of how long they have been a member of the Board already, started a new term at the 2024 AGM.

Appointed and Co-opted trustees have a maximum term of 9 consecutive years before taking a break of at least three years. This does not include ex-officio members (Lead Volunteer and Youth Lead).

At each appointment, Appointed Trustees are appointed for an initial term of three years and can be reappointed twice further, up to a maximum of nine years.

Co-opted trustees are appointed for a period of one year at a time.

Effective Administration

The Trustee Board relies on effective administration, and the Board of Trustees will appoint a suitable administrator to take on administration tasks for the board. This role is not a trustee role and is not subject to any vote.

Becoming an Appointed Trustee

The trustee board considers it appropriate, given the role of the Scout County, to offer trustee opportunities through an open selection process. Therefore there are eight trustee places available, including a Chair and Treasurer. All vacancies are open to applicants regardless of whether they are currently a member of Scouts, and regardless of where they live or are from, provided they are eligible to serve as a Charity Trustee for East Lancashire Scouts.

Where possible, we aim to have adequate geographic representation from across the County, however East Lancashire Scouts recognises the importance of the right skillsets and people, rather than focusing on geographic split.

Each of these trustee positions are appointed for a period of three years and in order to prevent all trustee positions becoming vacant at the same time, the following cycle is currently in place:

Role	Term One Date	Term Two Date	Term Three Date
Chair of Trustees	2025-2028	2028-2031	2031-2034
Treasurer	2024-2027	2027-2030	2030-2033
Trustee	2024-2026 Chris Thomas	2026-2029	2029-2032
Trustee	2024-2027 Craig Fishwick	2027-2030	2030-2033
Trustee	2025-2028 Leslie Ridings	2028-2031	2031-2034
Trustee	2026-2029	2029-2032	2032-2035
Trustee	2026-2029	2029-2032	2032-2035
Trustee	2026-2028	2028-2031	2031-2034

Championing the voices of young people

We believe it's right that the Trustee Board has appropriate representation and advocacy for the young people we support and therefore we actively encourage applications from members aged between their 18th and 25th birthday to become part of our Trustee board.

There are two, non-Trustee and non-voting positions available for members who are between their 14th and 18th birthday. These positions have a one-year term limit and are also subject to the open selection process listed below. Applications will be sought from across the County and is not a District specific appointment.

Open Selection Process

When a Trustee position becomes vacant or is due to become vacant at the next AGM, advertisements will be circulated via the County website, social media, newsletters and any other appropriate media, including externally where possible.

Candidates will be given an opportunity to apply (nominations are encouraged, but the nominee will need to complete an application). The application form will be available on the County's website and applications will close no later than 40 days before the date of the AGM.

A search panel will be convened to shortlist and interview candidates before presenting their recommendation, on behalf of the board of trustees, to the County Scout Council for voting at, or before, the AGM. The search panel should consist of:

- Two current trustees (appointed or co-opted)
- One ex-officio Trustee
- Where possible, an additional person who is external to Scouts and has relevant experience (such as a business owner, trustee of another charity, etc)

The interviews should be considered a two-way street: candidates will want to find out more about the charity, the other trustees on the board and the board culture too.

Our commitment

East Lancashire Scouts remains committed to effective and transparent governance which helps us continue to deliver skills for life to young people in East Lancashire.