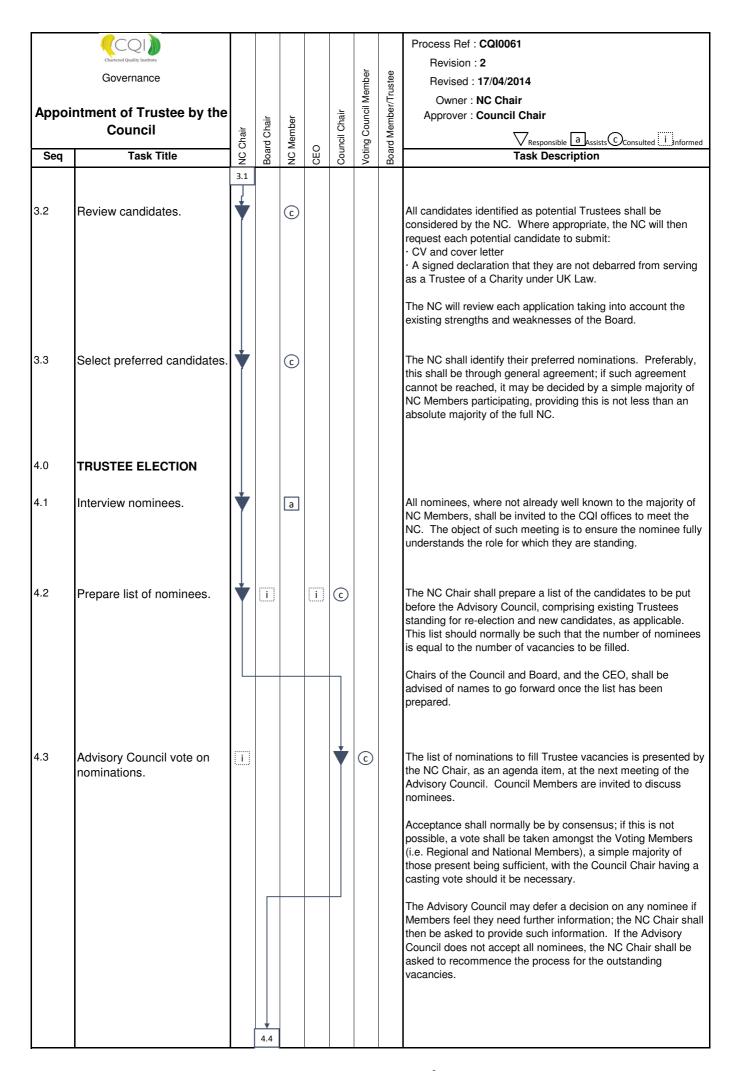
			ı		1	ı	1	1	
	(CQI)								Process Ref : CQI0061
Chartered Quality Institute							ē	Φ	Revision : 2
Governance							Voting Council Member	Board Member/Trustee	Revised : 17/04/2014
Appointment of Trustee by the						_	is M	er/Ti	Owner : NC Chair
Appointment of Trustee by the Council		.⊨	hair	ıber		Council Chair	onno	lemb	Approver : Council Chair
Council		NC Chair	Board Chair	NC Member	0	ncil	o gui	ard M	Responsible Assists Consulted informed
Seq	Task Title	NC	Воз	S	CEO	S	Vot	Воя	Task Description
	Objective								For Council to elect members to Board of Trustees in accordance with the Charter, Bye-laws and Regulations.
1.0	IDENTIFY VACANCIES								
1.1	Identify trustee vacancies.		©						At the start of each year, the Nominating Committee Chair, in consultation with the Board Chair, shall identify vacancies, or pending vacancies on the Board; the review shall also consider the mix of skills, knowledge and experience necessary for the efficient administration of the CQI using the Trustee Competency Framework to identify skills gaps.
2.0	TRUSTEE RE-ELECTION								NC Members who are standing for re-election as Trustees shall declare an interest and not participate in the process.
2.1	Verify trustees standing for re-election.	*							The NC Chair shall verify the validity of Trustees standing for re- election, who shall be asked to sign a declaration that they are not debarred from serving as Trustee of a charity under UK law. A Trustee may only serve three consecutive terms.
2.2	Review Trustee performance.	*	©						The NC Chair shall ask the Board Chair for:  1) Trustee attendance record;  2) Trustee participation in Board business;  3) A summary of the latest version of the completed Trustee Competency Framework.
2.3	Review Trustees standing for re-election.	*		©					The above data shall be circulated to NC Members who shall come to agreement on re-nomination or otherwise.
3.0	NEW TRUSTEES								NC Members who may be put forward for nomination as Trustees should declare an interest and not participate in this part of the process.
3.1	Identify potential Trustees.	<b>\</b>		а	а				NC shall review the current Board profile, making use as necessary of the completed Trustee Competency Framework, to identify potential candidates who may fill specific needs.
		3.2							This may be accomplished through a call to all members, issued by email through the CEO on behalf of the NC Chair.



Governance  Appointment of Trustee by the Council		Chair	Board Chair	Member	0	Council Chair	Voting Council Member	Board Member/Trustee	Process Ref : CQI0061  Revision : 2  Revised : 17/04/2014  Owner : NC Chair  Approver : Council Chair  Responsible a Assist C Consulted informed
Seq	Task Title	NC	Воя	NC	CEO	Col	Voti	Воя	Task Description
4.4	Action result.		4.3					4	Names of nominees accepted by the Advisory Council shall be given to the Board Chair (copied to the CEO) who shall invite them to take up their role as Trustee.  Trustee terms shall normally start and end at an AGM, other than when an appointment is specifically being made mid-term when the appointment shall be deemed to start at the next Board meeting.