



## **Procedure for Co-Option and Application Form**

### **Contents:**

- 1. Introduction**
- 2. Eligibility for being a Trustee**
- 3. Procedure for Co-Option**
- 4. Application Form and Signed Declaration**

Date of Approval:	14 <sup>th</sup> April 2026
Date of Review:	It is due for review not later than 4 years from its last review

## **1. Introduction**

The body of Trustees shall consist, when complete, of up to 10 suitably qualified individuals who, through residence, occupation, employment, or other experience, have special knowledge of the Area of Benefit. Of these, up to six may be Co-optative Trustees. Co-optative Trustees shall serve for a term of four years in accordance with the Scheme. A vacancy for a Co-optative Trustee may arise in the following circumstances:

- a) when a Co-optative Trustee's term of office comes to an end;
- b) when a Co-optative Trustee resigns.

The Foundation is not obliged to co-opt to fill any vacancy. Even where the Foundation invites applications for co-option, it is not obliged to appoint any of the candidates who apply. However, it is not desirable for a vacancy to remain unfilled for a significant period of time.

Although the process for co-option is not prescribed in law, it is important that all applicants are treated equally so that the arrangements are seen as open, fair, and transparent.

Whenever the need for co-option arises, Rand's Educational Foundation will seek and encourage applications from individuals with the required knowledge and experience. The Foundation will advertise vacancies locally via its website and Facebook page and will also ask the four Parish Councils within the Area of Benefit (Holwell, Ickleford, Pirton, and Stondon) to publicise the vacancy.

## **2. Eligibility for being a Trustee**

Eligible individuals for co-option as Trustees must be aged 18 or over, capable of managing their own affairs, and not disqualified from acting as a charity trustee under the Charities Act 2011 or any subsequent legislation. Candidates should be able to demonstrate relevant skills, knowledge, or experience that will support the effective governance of the charity and, where possible, have an understanding of or connection to the Area of Benefit. All co-opted Trustees must be willing and able to fulfil the duties and responsibilities of a trustee and act in the best interests of the charity at all times.

### **3. Co-Option Procedure**

- a.** Every Co-optative Trustee shall be appointed by a resolution of the Trustees passed at a special meeting of which not less than 21 days' notice has been given and may be so appointed not more than one month before the term of an existing Co-optative Trustee expires with effect from the date of expiry but so that the latter shall not vote on the matter.
- b.** The advertisement to co-opt will include:
- the method by which applications can be made
  - the closing date for all applications
  - a contact point to obtain more information
  - details of further information that is available electronically via the website, to include application forms, nomination forms and information about the roles and responsibilities of the Foundation.
- c.** Existing Trustees may point out the vacancies and the process to any qualifying candidate(s).
- d.** Any candidate(s) found to be offering inducements of any kind will be disqualified.
- e.** All eligible candidates will be invited, by email or letter, to attend a special meeting following the application deadline. The meeting must be quorate in accordance with the Scheme. If candidates are unable to attend, this meeting will not be rearranged. The co-option will still take place, and voting will be based on the meeting and the candidate's application form.
- f.** Applications will be shared only with Trustees and treated as confidential.

- g.** An agenda item will be set aside for candidates to make a brief verbal presentation to Trustees, outlining their relevant skills and experience. Each candidate in turn (alphabetically, by surname) will speak. During each presentation the other candidates will be asked to leave the meeting.

After presentations, Trustees may ask candidates questions if considered necessary. During questioning, the other candidates will be asked to leave the meeting.

- h.** If one or more candidates is unable, for bona fide reasons, to attend the meeting, the Trustees shall determine whether the reasons are acceptable. Where a candidate is unable to attend, the Trustees may proceed, taking into account the candidate's written application and any supporting information.
- i.** Any Trustee with a conflict of interest in relation to a candidate must declare it and withdraw from discussion and voting.
- j.** All the candidates will be asked to leave the room. The Chair will then invite Trustees to consider the candidates for co-option. Voting will normally be conducted by secret ballot to ensure fairness, unless the Trustees agree otherwise.
- k.** A candidate shall be appointed if they receive a majority of votes from Trustees present and voting. The decision of the Trustees is final. The outcome of the vote shall be recorded in the minutes.
- l.** If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution, but if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes.
- m.** The Foundation is not obliged to fill all vacancies but must take steps to advertise for further co-options to fill vacancies.
- n.** Successfully co-opted candidates become Trustees in their own right, with immediate effect, and are no different to any other Trustee.

- o.** The co-opted Trustees will be asked to sign a Declaration of Acceptance of Office. They may then take their seat with the other Trustees. No person shall act as a Trustee until they have signed the Declaration of Acceptance of Office in accordance with the Scheme.
- p.** Any application may be considered in the candidate's absence, but if successful, Trustees will need to agree how and when the Declaration of Acceptance of Office is signed as no person shall act as a Trustee until they have signed it in accordance with the Scheme.
- q.** The Clerk will advise the new Trustee that they should complete their Register of Interests within twenty-eight days of being appointed.
- r.** The Clerk will notify the Charity Commission, Menzies and Brewin Dolphin of the new Trustee appointment.

---

#### 4. Co-option Application Form

Applicants must be aged 18 or over and eligible to act as a charity trustee under the Charities Act 2011.

**All applicants must complete this form and return it to the Clerk at the address below with the requested supporting letter, two references and signed declaration. It is advised that all applicants read Rand's Educational Foundation's Co-option Procedure**

##### Contact Details (Block capitals please)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Email address \_\_\_\_\_

Mobile Telephone number \_\_\_\_\_

Please provide a supporting statement outlining your background, including any previous involvement with charitable organisations. In your statement, explain your motivation for applying to become a Trustee of the Rand's Educational Foundation and describe the skills, experience, and qualities you would bring to the role.

Please also include two references in support of your application.

You may use this section to share any additional information you feel is relevant to your application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please complete the following: -**

**Declaration:**

I have read the conditions for becoming a Trustee and I confirm that I am not disqualified from acting as a charity trustee under the Charities Act 2011 and that the information provided is accurate.

I have enclosed a supporting letter and two references as required.

I understand that, if appointed, I will be required to comply with the duties of a charity trustee.

Print Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return this completed form, together with your supporting letter and signed Declaration to the Clerk by the advertised deadline.**

**Address:**

Katrina McKnight  
Rand's Educational Foundation  
Suite 7, Regal Chambers  
49-51 Bancroft  
Hitchin  
Hertfordshire  
SG5 1LL

**Email:** randsclerk@gmail.com

**Telephone:** 07817 104734

*Your information will be used solely for the purpose of assessing your application and will be handled in accordance with data protection legislation.*