

## Change in Charity Trustees

	<b>Appointment of Trustee:</b>	
1.	Minute and record the selection process including the attributes that the charity is seeking to acquire through the appointment.	
2.	Check that potential candidates are not disqualified: <ul style="list-style-type: none"> <li>• No convictions for dishonesty or deception</li> <li>• Not an undischarged bankrupt</li> <li>• Not previously removed by the Charity Commission for misconduct</li> <li>• Not disqualified under the Company Directors Disqualification Act</li> </ul>	
3.	Minute the appointment.	
4.	Notify Charity Commission of appointment when next Trustee Detail Form and Annual Return completed.	
5.	If the charity is also a Company Limited by Guarantee then submit the relevant form to the Registrar of Companies. The company should also consider if the new trustee is to become a member.	
6.	If there is a trading subsidiary then complete any necessary share transfer forms.	
7.	New trustees need sound knowledge of the charity and its activities: <ul style="list-style-type: none"> <li>• Provide them with a copy of the latest accounts (including up to date management accounts)</li> <li>• Provide them with organisational structure</li> <li>• Identify and introduce them to key staff</li> <li>• Provide them with a copy of the constitution or Trust Deed</li> <li>• Provide them with detail of the activities and scope of work undertaken by the charity</li> <li>• Define (in writing) their specific responsibilities</li> <li>• Advise them of the dates of next meetings</li> </ul>	
8.	Ensure that the title deeds of any property are amended so they are in the names of the current trustees.	
9.	Complete a revised bank mandate and be prepared to provide any identification to bank as they may now require.	
10.	Provide new trustee with Charity Commission leaflet CC3 (either full or abbreviated).	
11.	Consider Criminal Records Bureau check as appropriate.	
	<b>Resignation of Trustee:</b>	
1.	Minute and record resignation	
2.	Advise Charity Commission on completion of next Trustee Detail Form and Annual Return.	
3.	Advise bank and have old trustee removed from bank mandate.	
4.	Complete share transfer form if appropriate.	
5.	If the charity is also a Company Limited by Guarantee then submit the relevant form to the Registrar of Companies. Consider changes to the register of members.	