



### **Appendix Three: Outline Timetable**

In a 'routine' year the timetable would be as below. Adjustments may need to be made should, for example, Trustee vacancies occur in between AGMs.

#### **March/April:**

at the Board meeting:

All Trustees whose 3-year term will be up that year should have indicated if they wish to restand for election (assuming they have served 2 terms or less);

If there will be one or more vacancy, the Board to resolve whether it is an appropriate time to seek to recruit, or not.

If yes, recruitment actions to commence straightaway, including targeted actions to seek to achieve a rich mix of trustees with different perspectives, drawn from their different professional expertise, life experiences, and cognitive approaches.

#### **May:**

Mid-May: Application deadline: (any informal discussions with the Chair to have occurred by this deadline).

By the end of May: informal online interview(s) by panel of Chair & Vice-Chairs.

**June/July:** Board meeting receives report/feedback from panel including potential co-option for a period of 1 year from the post-AGM Board meeting.

**August:** by the beginning of August: Recommended candidate(s) to have been confirmed by the Company Secretary as being in membership of HMS, and having submitted a signed Trustee Eligibility Form.

Recommended candidate(s) to be invited to attend all or part of the next Board meeting.

**September:** Recommended candidate(s) attend all or part of the Board meeting

**November:** AGM and post-AGM meetings. These will include governance matters including the election or co-option of Trustees.