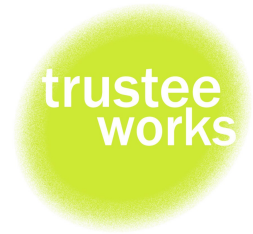


Reach Terms and Conditions for TrusteeWorks Premium service



Successful trustee recruitment depends on close collaboration between organisations, Reach and volunteers. Clear and prompt communication between all three parties is crucial.

Please read the following terms and conditions carefully. They are designed to create a productive working relationship.

We will:

- Promote your role through our searchable on-line database and our register of skilled volunteers.
- Work with you closely to understand your requirements, define your trustee role clearly and present your organisation attractively
- Produce a brief, for your agreement, which details how we will meet your requirements, timetable and fit with your own recruitment procedures
- Produce a recruitment pack which we will send to candidates, for you to sign off.
- Search our register for suitable people meeting your criteria
- Send out recruitment packs to interested candidates and follow up these candidates to answer questions and establish if they wish to proceed.
- Filter out all interested candidates who are not suitable for your role
- Send you information about suitable candidates, in a manner agreed in the brief.
- Where we do not find a suitable volunteer immediately, we will keep your role live on our database for a maximum of 12 months, actively promoting it to suitable new volunteers as they join our register. If the role remains unfilled at 6 months we will offer you a review
- Provide you with access to advice and guidance on recruiting and retaining trustees and other governance issues

We can not:

- Guarantee the legitimacy of any of the information provided by our volunteers
- Carry out references or police checks on any of our volunteers
- Guarantee the number of potential candidates we send you. We would rather send you no one than a list of unsuitable candidates

You will:

- Contact all interested volunteers within **10** working days of referral, unless alternative arrangements have been agreed in the brief. (In the event of not receiving a response from the volunteer, either re-contact the volunteer or contact Reach).
- Provide timely, accurate and courteous feedback to volunteers with whom you have had contact but whom you do not wish to accept
- Undertake to provide appropriate levels of management and support to volunteers
- Pay travel and other reasonable expenses to volunteers
- Provide a named contact person for Reach
- Provide a named manager for the Reach volunteer
- Keep Reach informed about changes to contact details
- Keep Reach informed about changes in your requirements particularly if you no longer require us to search for suitable volunteers
- Inform Reach about the outcome of our referrals
- Provide feedback on the volunteers and Reach service when requested
- Submit a new registration for each new volunteer role
- Pay invoices within 30 days of issue

Payment details:

- First invoice: £125 + Vat issued on registration of role
- Second invoice: £250 + Vat issued when Reach refers one or more suitable candidates to you.