



# RECRUITING TRUSTEES

## TOP TIPS

1. Review the expertise/knowledge/skills of your current Trustees and identify gaps. It might be an idea to carry out a yearly self- assessment of your Trustee Board - this will help you to analyse current board performance, and identify any gaps in knowledge and skills (*please refer to the Community Impact Bucks' Trustee Board self-assessment tool document*)
2. Having identified any gaps, create role descriptions outlining not just what you want the person to do, but other key information, including the expected time commitments, location and times of meetings. Clearly state what someone would gain by volunteering with you, and make the role appealing

### **Example role descriptions and other Trustee recruitment information can be found here:**

- **Charity Commission website:**  
<https://www.charitycommission.gov.uk/start-up-acharity/setting-up-a-charity/finding-trustees>

- **DIY Committee Guide:**  
Whether you are a member of a management committee/board, or working to support management committees, this is a fantastic source of information – here are some useful links:

#### ***FAQs on the role of management committee members***

<http://www.diycommitteeguide.org/resource/faqs-role-management-committee-members>

#### ***Example Chairperson role description***

<http://www.diycommitteeguide.org/resource/chairperson-role-description>

#### ***Example Treasurer role description***

<http://www.diycommitteeguide.org/resource/treasurer-role-description>

- **NCVO website:**  
The Good Practice Guide in Trustee Recruitment (toolkit)  
<https://www.ncvo.org.uk/component/redshop/1-publications/P48-good-practice-in-trustee-recruitment-toolkit>
- **Reach website:**

#### ***How to Recruit Great Trustees***

<https://reachskills.org.uk/knowledge-centre/support-boards/recruiting-and-retaining-trustee/how-do-i-recruit-great-trustees>

#### ***7 Steps for Recruiting Great Trustees***

[http://reachingskilledvolunteers.co.uk/2014/11/13/7-steps-recruiting-great-trustees/?\\_ga=1.57338922.1683751615.1439906351](http://reachingskilledvolunteers.co.uk/2014/11/13/7-steps-recruiting-great-trustees/?_ga=1.57338922.1683751615.1439906351)



3. Engage the whole Board in the recruitment process: there are various different places where you can register your Trustee opportunities. We've picked out the best here:

<https://do-it.org/channels/trustee-finder>

<http://trustees-unlimited.co.uk/index.php/find-a-trustee>

<https://www.ncvo.org.uk/practical-support/governance/trustee-bank>

<https://reachskills.org.uk/charities-non-profits/find-trustee>

<http://www.charityjob.co.uk/>

(not-for-profits can register and post volunteer roles for free)

<http://www.icaew.com/en/technical/charity-and-voluntary-sector/volunteering>

(accountancy and finance roles)

<https://reachskills.org.uk/charities-non-profits/find-trustee>

<https://vinspired.com/vinspired-for-organisations>

(connect with young people looking for trusteeships)

Many charities also recruit Trustees through word of mouth and personal recommendations. Other methods include: advertising in local press, using agencies, and on community notice boards (digital and physical), using social media: Facebook, Twitter, LinkedIn. The most important thing is to target your advertising to people with the specific knowledge, skills and experience required

4. Prepare an information pack for candidates that includes a link to the constitution e.g. Memorandum & Articles of Association, the accounts, Trustees' biographies, governance structure, including sub committees, and anything else that could be useful
5. Be clear about who is making the decision: the existing Trustees or the membership?
6. Have a clear process for informal meetings, tours of services and interviews
7. Interviews should be evidenced-based to test motivation, as well as skills and experience
8. Take up references
9. Have an induction process in place.

### **Who can't be a Trustee?**

You need to make sure that any new Trustees are eligible for this role. Some people are disqualified by law from being Trustees. This includes anyone who:

- Has an unspent conviction for an offence involving dishonesty or deception, is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order), or has an individual voluntary agreement (IVA) with creditors
- Is disqualified from being a company director
- Has previously been removed as a Trustee by the High Court due to misconduct or mismanagement. There are also age restrictions. If your charity is a trust or unincorporated association, your Trustees must be over 18. If your charity is a company or charitable incorporated organisation, the minimum age is 16.



**Further support:** We hold monthly Volunteering Advice Surgeries throughout Buckinghamshire where you can get free support and advice on Trustee Recruitment. For forthcoming dates, and to book a place please visit <http://www.communityimpactbucks.org.uk/events.php>.

# VOLVING VOLUNTE

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