

Trustees – The Backbone of the Sector.

Almost 2,500 local adults volunteer their time each week, working together to make important decisions about how local charities operate.

Many trustees get involved to give something back, but being a trustee is always a two-way process.

While charities can benefit from the skills and experience trustees bring, the opportunity can also open up new opportunities.

Local estimates suggest that almost half of the 270 local charities have at least one trustee vacancy.

10 step guide to recruiting and retaining your trustees.

1 Compliance...

Make sure you are meeting the requirements of your constitution at all times.

3 Succession...

Trustees will regularly step down or retire, have a plan to replace them.

5 Recruiting trustees...

What process will you use?
How will you shortlist?
Will you have a shadow period.

7 Information is key...

Prepare an information pack for anyone interested in becoming a trustee with you - include a role description, outline of the organisation and your key priorities.

9 Annual Review...

Everybody should review its own performance once a year...helping you run better and making your trustees feel valued.

2 Know what you know...

Regularly review the skills you need and the skills your trustees have, identify gaps early and fill them.

4 Diversity matters...

Try to ensure your trustees are representative of the community, your users and your members!

6 Stand out from the crowd...

Think about who you want to attract and how best you can get their attention.

8 Inducting trustees...

New trustees should feel welcome and informed. Invite them along to meet every-one. Think about a full induction programme over a 3-month period to help them settle in.

10 Say thank you...

Whether its Volunteers week in June or Trustees' Week in November, always remember to recognise the work trustees do.