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# Trustee Recruitment Cycle

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**Dorset  
Community  
Action**

Produced by the sector to tackle challenges:



Getting  
OnBoard.



- 70% of Boards recruit trustees informally
- 64% of trustees are male
- 92% are white
- 75% are affluent
- Many lack key skills – trustees

# Useful because:

- Good boards have a rich mix of trustees with different perspectives, drawn from their different professional expertise, life experiences, and cognitive approaches. Building a team which includes this mix of difference is not always easy, but it is worth it.
- Board equality, diversity and inclusion is one of the key principles of good governance, in the Charity Governance Code
- Diverse teams have been shown to make better decisions. They are more fact focused, they analyse information better and they are more likely to innovate.
- It can be a powerful thing to have trustees with first-hand experience of the issues you address or the services you provide. They can enrich board discussions and play an important role in shaping strategy. You should recruit trustees with lived experience in the same way you would any trustee, but do not mistake them for token representatives of your service users. To avoid them feeling like they are, it helps to have two or three trustees with lived experience.

# Trustee Recruitment Cycle – first stage



## Reflect

Identify the mix of skills and experience your board needs to lead your charity.



## Prepare

Plan your recruitment process, write a trustee role description, and get ready to engage with candidates.



## Advertise

Create a trustee advert to attract the candidates you want, and share it widely.

# Trustee Recruitment cycle – second stage



## Shortlist and interview

Choose the person who will strengthen your trustee board.



## Appoint and induct

Formally appoint your new trustee, and support them with a good induction.



## Evaluate

Learn from your trustee recruitment process and lay strong foundations for future recruitment.

## Prepare

Plan your recruitment process, draw up a trustee role description, and get ready to engage with candidates.

### On this page

[Planning the process](#)

[Engaging potential trustees](#)

[Write a trustee role description](#)



## On this page

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# Planning the process

Invest time at this stage so that you can run an effective and inclusive recruitment process. It will save you effort in the long run. Keep focused on your end goal – new trustees that will bring valuable new skills and perspectives to your board.

You might want to create a recruitment sub committee to lead on the trustee recruitment process. This committee could include people who are not trustees, which could help you include greater diversity and professional expertise on your panel if your board is lacking in these.

Before making your plan:

- Define the key attributes that you are looking for: skills, lived experience, understanding and values – see the [Reflect](#) section for help with this.
- Agree how many trustees you want to recruit.

## What to include in your plan

**Writing the role description and advert** **+**

**Where to place your advert** **+**

**How you want people to apply** **+**

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[Planning the process](#)

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### Writing the role description and advert —

- Before writing your role description, meet as a board to complete a skills audit and a diversity audit – see the [Reflect](#) section for help with this. These will inform what you put in your role description.
- Who will write the role description and advert and who will sign these off?
- If you decide to produce a recruitment pack, who will prepare this and sign it off?
- It's worth asking someone from your target audience to check if the role description and advert are attractive to the kind of people you want to apply before it's finalised. Who will do this and when?



## On this page

[Planning the process](#)

[Engaging potential trustees](#)

[Write a trustee role description](#)

## Presenting your charity to potential trustees

How do you look to the outside world? +

How you can engage potential trustees +

What to share with potential trustees +

Use material you already have +

A letter from the chair of trustees in the recruitment pack is a great place to put forward the message that you really want diverse trustees.



ActionAid

# Trustee Recruitment Cycle

[www.reachvolunteering.org.uk/trustee-recruitment-cycle](http://www.reachvolunteering.org.uk/trustee-recruitment-cycle)



Reflect



Prepare



Advertise



Shortlist and  
interview



Appoint and  
induct



Evaluate



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**ANY QUESTIONS?**

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