



Template Trustee Recruitment Pack

The charity

Recap on what the charity does. Consider including information about the charity's history, vision, mission, values, and/or current priorities. You could also include a summary of financial information about the charity, such as how much you receive/spend from different types of income/expenditure.

The role

Provide details about what the role entails in your charity's context, including the term you use for trustees (eg. director, management committee member), how they are appointed and for how long they serve as a trustee. Are they also involved in the day to day running of the charity or do you have a staff team in place to do this?

Why are you recruiting for trustees now, what's great about being a trustee for your charity, and what skills and experience are you looking for and why?

Trusteeship in general

An opportunity to provide more information about trusteeship generally and address some of the common question or concerns people might have. You can also include a trustee role description and person specification to confirm the skills and other qualities you're looking for.

The commitment (time, place)

How often do your trustees meet, when and where? Are trustees involved in the charity in other ways e.g. on sub-committees, acting as an ambassador/speaker for the charity, or with volunteering opportunities with the charity's services or fundraising.



Support and training

Provide details of any support and training that will be provided. For example, annual trustee training, attendance at sector events and conferences, 'buddy' system with another trustee. You can also include that the role is voluntary but reasonable out of pocket expenses will be reimbursed. You can also include if childcare costs are included to enable individuals to attend meetings; if the option of attending meetings virtually is available; or offer to discuss additional support or access arrangements that applicants may need.

Interview and appointment process

How to apply for the role and what will happen next. You can include an application form if you're using one, or invite applicants to apply using a trustee finder website, your own website, or by sending a cover letter and CV.

Include details of the closing date, approximate dates for interviews (and the format), and how to find out more about the charity.

If you are having an open day or similar as part of the recruitment process then also include details and ensure applicants are clear about whether that will take place before or after applications are submitted and/or interviews are held.

Provide contact details in the event an individual still has further questions either at this stage, or ensure these are provided before interview in case they have any difficulties attending.