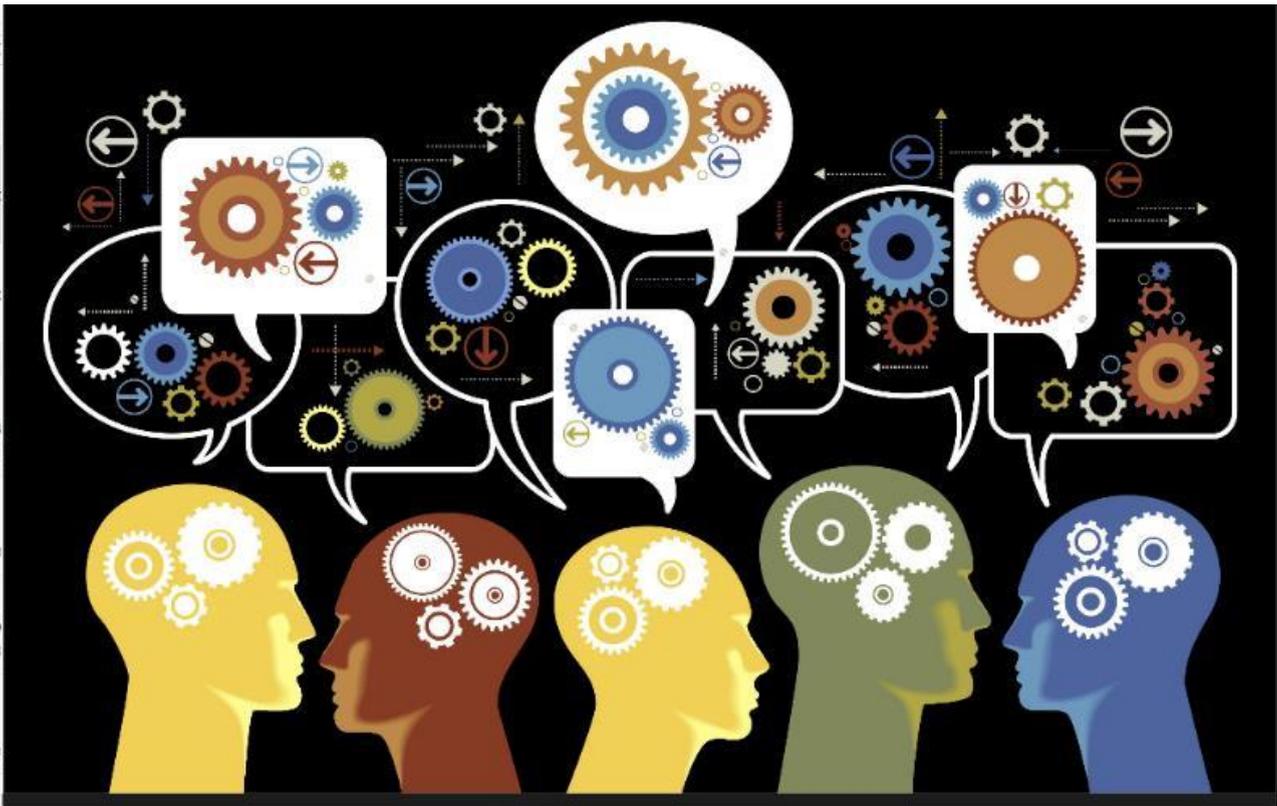


## Trustee Recruitment Top Tips

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Eastside Primetimers has been providing advice on effective governance to charities, social enterprises and other non-profit organisations for over 10 years. We have been recruiting Chairs, Treasurers, Non-executive Directors and Trustees for Boards of all shapes and sizes. Our talent pool of over 100 individuals has first-hand experience of private, public and social sector Boards. We pride ourselves on our cross-sector experience. These tips on Board effectiveness are based on experience not theories. If you would like to know more then please contact Bernice Rook [Bernice@ep-uk.org](mailto:Bernice@ep-uk.org) or call 020 7250 8335.

We have a lot of experience in helping organisations to recruit for new trustees and would like to share our top tips with you.

### **Eastside Primetimers Trustee Recruitment Top Tips**

#### **Agree and plan the process**

- 1** There is a lot of work involved in any recruitment process and planning it from the start is key. It is helpful if someone manages the process once it has been agreed.

#### **Diversity of skills**

- 2** Talk about the skills your board lacks and focus on those when looking for new trustees BUT don't be too specific or you may run the risk of trying (and most likely failing) to fit a brief which is too narrow.

#### **Search widely**

- 3** It can be difficult to find trustees, particularly for small charities and it is tempting to look to people you know but advertising your vacancy and looking more widely is more likely to bring you the best candidates. There are a number of ways you can promote your vacancy e.g. many job websites will advertise unpaid roles free of charge, ask your networks to spread the word, contact your local volunteer centre.

#### **Clear communication**

- 4** Communicate to potential candidates how the trustee recruitment process will be run and what your timescales are. When discussing the role with potential candidates ensure that both you and they are clear about expectations, both yours and theirs. We occasionally hear of new trustees leaving not long after they have been taken on and this is often because the parameters of the role weren't communicated clearly and expectations don't match up.

#### **Provide a good induction process**

- 5** This will help your new trustee to feel welcome and will encourage commitment. It will help them to settle quickly into their role and start to add value from the outset.

#### **Consider paying for a professional trustee recruitment service**

- 6** Recruitment can be difficult and is time intensive and the costs of getting it wrong are high – it may be worth getting professional support from the start.