Recruiting trustees



Planning your trustee recruitment

Recruiting, selecting and inducting the people who sit on your board or management committee is one of the most important processes that a voluntary organisation can undertake.

A well balanced and diverse board will provide direction and possess the skills that are needed to develop the organisation.

Before you recruit new trustees it is a good idea to be clear about your goals for the recruitment process. Here are a few tips:

- Think about the skills and experience of your existing trustees and identify any gaps that you need to fill.
- Check the terms of office for your trustees. Make sure new trustees know how long you expect them to be part of your board.
- Check your governing document for the formal process of appointment or election.
- Agree how you'll decide if:
    - the new trustee is the best person
    - your board is right for them
    - the recruitment process requires an interview or meeting with the chair
    - those interested who show good prospects should observe a board meeting before committing to the role.

The recruitment process

Reach Volunteering have developed a trustee recruitment cycle which is a handy tool to help you in your plan to recruit trustees.

When creating the process for appointing new trustees you will need to follow the requirements in your governing document, but subject to this it is recommended that you carry out an open recruitment process, advertising your roles and choosing your trustees based on their skills and experience.

You can advertise your trustee vacancies for free on Volunteering Wales.

Advice about recruiting trustees is available to voluntary organisations through the network of local voluntary councils (CVCs).

Other sources of help

Reach have a range of guides to help with trustee recruitment. Become a trustee and Board recruitment