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Get On Board in Edinburgh (GOBiE)

Recruiting and supporting your Trustees

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Overview

- Health, Safety and Comfort
 - Fire
 - Smoking
 - Toilets
 - Refreshments
 - Finish
- Ground rules and confidentiality

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Aim

- To understand the requirements of effective recruitment strategies
- To understand the knowledge needs of Trustees when joining a Management Committee
- To demonstrate understanding of the ongoing support structures that should be in place for Trustees

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Overview

- Recruitment
- Selection
- Induction
- Support for Trustees

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A word on Jargon

- Trustee – Management Committee Member, Director, Board Member
- The Board– The committee, the trustees, the executive council, board of governors
- Governing Document – Constitution, memorandum and articles of association


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Recruitment of Trustees

1. Why is it different from recruiting other volunteers?
2. Checking the legals
3. Preparing the board for a new Trustee and assessing the skills needed
4. Recruitment Methods
5. Motivation
6. Addressing Diversity


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


Recruitment of Trustees

1. Why is it different from recruiting other volunteers?

- the role
- the legal responsibilities of the Trustee (i.e. the liability)
- the responsibility of the recruitment of Trustees rests with the committee.
- The exclusion of some people from becoming a Trustee







The Legals

2. Checking the legal position

- What does your constitution or governing documents state you should do in relation to Trustee recruitment?
- Can you recruit existing staff and volunteers to the board?
- The legalities that prevent some people from becoming a Trustee.






Preparing the board

3. Preparing your board and assessing skills




- The board must look at identifying skill and knowledge gaps
- Is the board open to changes that would perhaps encourage flexibility? E.g. The times of meetings?
- The board need to address what their capacity is to welcoming new Trustees. Delegation to staff/volunteers?
- Consider the introduction of a peer Trustee to support new members



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Types of Recruitment

4. There are number of differing methods and approaches to recruiting:

- Warm Body 
- Targeted 
- Concentric Circles 

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The Motivation

5. Think about the motivations for individuals to volunteer as a Trustee:

- Leadership!
- Learn new skills
- Empowerment
- Support to those that need it
- something different from my day job
- sense of belonging
- useful contacts and information
- opportunity to practice skills
- sense of achievement
- Commitment to the cause!
- Putting talents / values into action
- Making a real difference
- expressing thanks for past / present help
- something to write on my CV
- Advocacy and representation
- Using your knowledge
- power, authority
- status, kudos, importance
- Opportunities to train and gain
- sense of responsibility

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Diversity

6. How do we diversify our board?

- Use networks you've not used before: e.g. REACH, Capability Scotland, ELREC
- Address accessibility issues – if your usual venue is not accessible, can you change it?
- Revisit policies to consider peoples needs– Childcare arrangements, large print documents, Interpreters

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Types of Recruitment

Further ideas to consider:

- Information sessions/Open evenings
- Use your AGM
- Include Trustee information on your newsletters, at the bottom of evaluation forms, on your email signatures, on your website

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Selecting

- Before you select
 - information (about the organisation)
 - information (about the process)
 - informal meeting
- Shortlisting (only if there is an unmanageable amount of applications)
- Interviewing

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After Selection

- References
- Self declaration (can be verified if concerned)
- Disclosures
- A timetable:
 - Induction
 - First board meeting
 - Initial meeting with the Chair
- Internal and external confirmation and communication

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Induction

- THE most important thing!
- Information
- Getting to know the organisation
- Getting to know the strategy/future plans
- Training
- People

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Ongoing Support

- Investment to maintain and enthuse Trustees
- It doesn't have to be costly!
- What are the consequences if there is nothing in place?
- Ongoing training and information
- Regular reviews
- Celebration and recognition


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Ongoing Training and information


- Resources
- Networking
- Source relevant training (based on appraisal)
- Include training as part of your meeting
- Encourage participation in staff training
- Provide shadowing opportunities
- Invite partners involvement
- Encourage participation in events

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Regular Review

- Appraisals (individual and/or group)
- Away days/time out
- Planning and Reflection
- Use of Mentorship
- Review of practices and governance
- Trustee skills, knowledge and partners audit






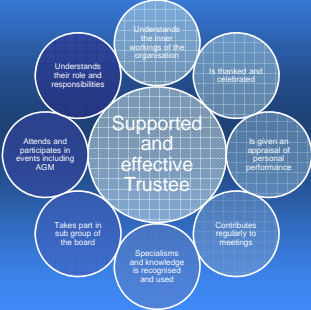
Celebration and recognition

- Use appraisals to highlight and celebrate key achievements
- Use of AGM to celebrate and thank Trustees
- Publicise your Trustees in your materials
- Use your Trustees for advocacy
- Social events and internal celebrations







Trustee Support




Understands their role and responsibilities
 Attends and participates in events including AGM
 Takes part in sub group of the board
 Specialisms and knowledge is recognised and used
 Contributes regularly to meetings
 Is given an appraisal of personal performance
 Is thanked and celebrated






Aims of Session

- To understand the requirements of effective recruitment strategies
- To understand the knowledge needs of Trustees when joining a Management Committee
- To demonstrate understanding of the ongoing support structures that should be in place for Trustees





Thank you for coming!

Any questions, support needs or further information, please contact us:

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