



## Tailored tips for different selection methods

Appointment by existing trustees (sometimes known as co-option) is perhaps the most well-known and common selection method and gives the board the greatest scope to select the members it wants. This box provides some tips on how to manage other selection processes to help you get the trustees best suited to the needs of the organisation.

### Elections

If you recruit your trustees by election then you do not have the final decision about who is chosen. However there is still much you can do to help your voters select an appropriate candidate and to ensure a board fit for purpose.

1. Consider creating a nominations committee. The Committee can seek out people with the necessary skills and time and encourage them to stand for election
2. Consider a pre-selection process before the election. This will help you to screen potential candidates so that those that are most appropriate are put before the electors. You can use a selection process along the lines suggested in this toolkit. You may want to make recommendations to electors.
3. Provide clear information to the voters on the role description and person specification. Highlight to the voters any particular skills that you are looking for – this will help them choose between the candidates. Ask candidates to explain how they meet the criteria; you can provide a format and ask for “no more than XX words”.
4. Check whether you also have powers to co-opt members. Some organisations mix election and co-option. Co-option can be very useful to use to fill skill or diversity gaps on your board that were not filled during the election process.

### Nominations

It may be that your governing document requires that some or all of your trustees are nominated by other organisations. This gives you less opportunity to influence who is selected – but there are still practical things you can do.

Make sure those who are nominating your trustees understand what you need in your trustee – the role description and person specification are very important here. Ensure the trustee once appointed understand their role and responsibilities.

Consider whether you can have a probationary period. This provides a useful way of assessing how the nominated trustee is performing their role. (You will however, need to work out what constitutes a satisfactory probation.)

### Ex officio

This selection method is the most difficult to influence. However it remains important that the ex-officio trustee understands what their role is. The role description is essential; it is also important that the trustee understands and complies with the eligibility criteria, the code of conduct, and the conflict of interest policy.

