

Trustee Recruitment Toolkit



What are you looking for in your trustee - planning template

- Use this form to help you write a list of what you are looking for in your new trustee - a person specification
- Use the sample entries to think about the qualities, skills, experience and knowledge you are looking for
- Select those that are appropriate to you, and add any that are missing
- Identify those you think are most important – this will be helpful later in Step 7 Select your trustee when you are choosing the best candidate.
- Remember not to get carried away! Potential trustees may be put off if they think you are looking for a superhero!

The first 9 qualities are those that the National Occupational Standards for Trustees recommend every trustee has. See the Introduction for more information about Trustee Standards. The Trustee Standards toolkit includes additional exercises about using the standards in recruitment.

Core qualities	Are these qualities essential or desirable?		How will you recognise these qualities e.g. experience of the voluntary sector, a qualification, evidence of interest, examples of work undertaken that demonstrate these qualities
	Essential	Desirable	
1. Be committed to the purpose, objects and values of the organisation			
2. Be constructive about other Trustees' opinions in discussions, and in response to staff members' contributions at meetings			
3. Be able to act reasonably and responsibly when undertaking such duties and performing tasks			



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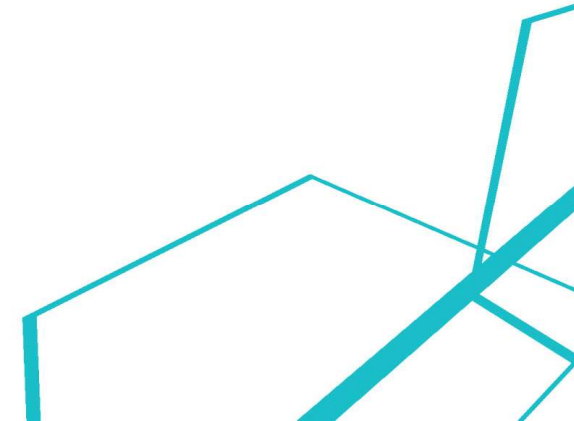
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Core qualities	Are these qualities essential or desirable?		How will you recognise these qualities e.g. experience of the voluntary sector, a qualification, evidence of interest, examples of work undertaken that demonstrate these qualities
	Essential	Desirable	
4. Be able to maintain confidentiality on sensitive and confidential information			
5. Be supportive of the values (and ethics) of the organisation			
6. Understand the importance and purpose of meetings, and be committed to preparing for them adequately and attending them regularly			
7. Be able to analyse information and, when necessary, challenge constructively			
8. Be able to make collective decisions and stand by them			
9. Be able to respect boundaries between executive and governance functions			



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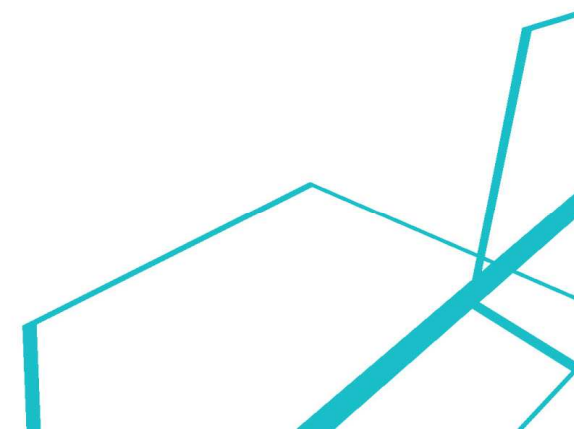
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	Essential	Desirable	
10. Understand and accept legal duties			
11. Be eligible to serve as a charity trustee			
12. Able to adhere to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership			
13. Willing to express own opinion			
14. Able to work in a team			
Specialist areas (refer back to your Skills Assessment from Step 3 Prepare the Board for a new trustee)			



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	Essential	Desirable	
15. Financial knowledge			
16. PR and communications			
17. Knowledge of our field e.g. health, education environment			
18. Hands on experience			
19. User perspective			
Qualities specific to your organisation			
20.			
21.			
22.			



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