**Heritage Buildings Network**

**Session 1: Gearing Up Resource Sheet**

**Good Governance**

* **CC3 The Essential Trustee:** <http://bit.ly/1yA5KU2>
* **Governance diagnostic Board Self-appraisal:** <http://bit.ly/1MGQBrI>
* **Template Policies and Procedures:** <http://bit.ly/1Xp4Vd3>
* **CIC Guidance Chapters:** <http://bit.ly/1rCFSRd>

**Structure**

* **Get Legal Decision Toolkit:** <http://bit.ly/1WC6xfS>
* **Choosing a Legal Structure Toolkit:** <http://bit.ly/1U1c7uR>
* **Office for the Regulator of CICs**, step by step guidance: <http://bit.ly/1VM74v1>
* **Gov.UK** Private company limited by guarantee: <http://bit.ly/Wxop1P>
* **Charity Commission Set up & Register a Charity:** <http://bit.ly/1YEQOhV>
* **Community Benefit Sociey** Register with FCA <http://bit.ly/1QRKIYk>
* **Buildings Preservation Trusts** - Elizabeth Perkins at Association of Building PreservationTrusts: [www.ukapt.org.uk](http://www.ukapt.org.uk)

**Recruiting Trustees**

* **Skills Audit toolkit** –no longer available online but if you would like a copy, please email me at sarah@macc.org.uk
* **NCVO 10 Step Trustee Recruitment:** <http://bit.ly/21m9hjQ>
* **Charity Commission: Trustee Board People & Skills** <http://bit.ly/239DAM4>

**Promoting the vacancy/role**

* Where would your ideal trustee be/go?
* What activities do they undertake?
* Where do they get information from?
* Do they use a professional network?

**Where and how could you advertise?**

Macc’s Volunteer Centre: <http://bit.ly/1f4q9K4>

E-bulletins and websites, e.g. Macc, BME Network, etc.

Through partners

Adverts, Posters, Leaflets

Social Media: Facebook, Twitter,

Community venues –libaries, places of worship, schools, community centres, health centres/GPs…

**Use trustee brokerage agencies like NCVO Advertisers: Trustee Bank, Trustees Unlimited, Charity Job** *–links provided further down.*

**Describe the Trustee Role**

Write down what the trustee role involves and specify what are the skills and experience you are seeking (person specification).

WHY do this? –potential and new trustees should know what is expected of them. This will enable them to weigh up whether or not they should apply for the role and have the relevant skills and experience.

This also helps you as existing trustees to recognise the right person when they apply (you know what you are measuring them against).

* Who are you writing the advert for?
* What information do you need to include?
* Key information about the charity
* Good reasons to be a trustee

Wherever you decide to place your advert, the content of it is really important.

Who are you writing it for? Remember that you want to ATTRACT trustees –this is not a one-way recruitment process, they need to be interested in you too!

What do you think potential trustees will want to know?

E.g. about the organisation, its aims, challenges and successes; the role, the physical location. What the rewards are of being a trustee?

Limited word count in an advert so, you may wish to pull together an application pack for applying trustees. This could include:

* More detailed info about the charity
* Who the current trustees are
* General info on being a trustee
* Description of the role
* Skills & experience you are looking for (person spec)
* Contact details
* Any interview or open day dates
* How to apply, e.g. application form, deadline, where to send it (make this informal, not like a job application!)
* Will you respond to all applicants or set a deadline?

***TEMPLATE resource included in the NCVO toolkit for application form and further ideas on advertising and promotions strategy, case studies and dos and don’ts***

**Further Useful links:**

 **Trustee recruitment guidance**

* **NCVO’sTrustee Recruitment Small Organisations:** <http://bit.ly/1Uc2xWD>
* **Trustee Toolkit:** <http://bit.ly/1rpDwKh>

**Trustee roles and responsibilities**

* **KnowHNP Trustee Recruitment & Induction:** <http://bit.ly/1rpDSRb>
* **Good Governance Code** *By the sector, for the sector Six key principles explain good governance Points out important legal requirements Gives suggestions on how to apply the principles in practice Jointly owned by NCVO, ACEVO, SCC, ICSA & WCVA Supported by the Charity Commission and the Clothworkers’ Company -* [*http://bit.ly/1QxejHj*](http://bit.ly/1QxejHj)

**Trustee recruitment agencies/sites/brokers**

* **NCVO Advertisers:** Trustee Bank **Potential trustees:** Trustee Bank provides information about trustee vacancies for third party organisations: <http://bit.ly/1hQ5Y3J>
* **Charity Job –***job advertising platform .* search by location and ‘sector’: [www.charityjob.co.uk/volunteer-jobs/trustees](http://www.charityjob.co.uk/volunteer-jobs/trustees)
* **Trustee Works**: guidance on recruiting great trustees: <http://bit.ly/24Qu7Zi>
* **Trustees Unlimited**: find a trustee: <http://bit.ly/21mcEY2>
* **Small Charities Coalition**: Trustee matching, trustee finding, trustee speed recruiting, trustee networks: <http://bit.ly/24Quwep>
* **GMCVO Greater Manchester Trustees Network** <http://bit.ly/21mdPXk>

**Real example trustee recruitment adverts**

The Doorway project <http://bit.ly/1XWQVs2> and Cardboard Citizens <http://bit.ly/1S5jKtl> are two are examples of  trustee adverts and descriptions approaches from 2 different charities in the south of England.

Cardboard Citizens is several pages long but gets interesting around page 7 in terms of role description and responsibilities. This is not to suggest that groups need to exactly emulate these examples but parts of them are useful if not for an actual advert, then perhaps for a role description or an induction pack if your Board chooses to carry out that process.