

Trustee induction and recruitment – useful resources

- **Starting on the right track – a guide to recruiting and inducting a new chair.** Published by the Governance Hub and available from <http://www.trusteenet.org.uk/resources/starting-right-track-guide-recruiting-and-inducting-new-chair-1>
- **Finding new trustees – what charities need to know (CC30).** Published by the Charity Commission and available from <http://www.trusteenet.org.uk/resources/finding-new-trustees-cc30>
- The Institute of Chartered Secretaries and Administrators (ICSA) have published best practice guidance on how to recruit the most suitable trustees and how to support their development so that they continue to add value to the organisation during their period of service.

A copy of the new best practice guide can be obtained for £15 from the ICSA Information Centre on 020 7612 7035 or by emailing informationcentre@icsa.co.uk
- **Specimen induction pack for trustees.** Published by ICSA, and available from <http://www.trusteenet.org.uk/resources/icsa-speciment-induction-pack-trustees>
- **Trustee Recruitment Toolkit.** Published by the Governance Hub and available from <http://www.trusteenet.org.uk/resources/trustee-recruitment-toolkit>
- **Trustee recruitment, induction and selection (RS1).** Published by the Charity Commission and available from <http://www.trusteenet.org.uk/resources/trustee-recruitment-section-and-induction-rs1>
- **The Essential Trustee (CC3).** Published by the Charity Commission and available from <http://www.trusteenet.org.uk/resources/essential-trustee-cc3>
- **The Hallmarks of an Effective Charity (CC10).** Published by the Charity Commission and available from <http://www.trusteenet.org.uk/resources/hallmarks-effective-charity-cc60>
- **Model Letter to be sent to a Trustee of an Unincorporated Charity on Appointment.** Published by ICSA, and available from <http://www.icsa.org.uk/assets/files/pdfs/guidance/070606.pdf>
- **Model Letter to be sent to a Trustee (and Director) of a Charitable Company Limited by Guarantee on Appointment.** Published by ICSA and available from <http://www.icsa.org.uk/assets/files/pdfs/guidance/070607.pdf>

- **Model Charity Trustee Declaration.** A declaration for a new trustee to sign to state that they understand what they are taking on. Available from ICSA <http://www.icsa.org.uk/assets/files/pdfs/guidance/070609.pdf>
- **Sample trustee role descriptions** are available from NCVO at <http://www.ncvo-vol.org.uk/askncvo/trustee-governance/?id=4484>
- **NCVO information and resources about trustee recruitment**, available at <http://www.ncvo-vol.org.uk/governanceandleadership/?id=4474>
- **NCVO information and resources about trustee induction**, available at <http://www.ncvo-vol.org.uk/governanceandleadership/?id=4478>
- **The Charity Trustee's Handbook** by Mike Eastwood. Available for £12.95 from <http://www.dsc.org.uk/Publications/Managementandgovernance>
- **The Good Trustee Guide**, edited by Peter Dyer. Available for £25 from <http://www.dsc.org.uk/Publications/Managementandgovernance>
- **The ICSA Charity Trustee's Guide**, by Chris Priestley. Available for £29.95 from <http://www.icsa.org.uk/knowledge/publications/CharTrusGuide2e>
- **Reach** - to find out more about Reach, recruit a trustee or learn more about how skilled volunteering can help your organisation, visit www.reachskills.org.uk
- **CTN** - to find out more about connecting with other trustees, having a voice as a trustee or to register a vacancy on trustee finder visit www.trusteenet.org.uk