



Swindon Carers Centre Trustee Recruitment Guidelines

Thank you very much for your interest in Swindon Carers Centre. Our Trustee Board is made up of Trustees and other members who are co-opted to provide additional expertise and knowledge to the Board. The Board governs the organisation, takes an overview of its work, and takes a strategic approach to helping Swindon Carers Centre achieve its aims.

We strive to have a Trustee Board which is representative of carers; has the skills, experience and knowledge needed to achieve our aims; employ and support staff; comply with charity and company law and the requirements of funders.

Key skills needed (*not every trustee will have skills in all areas*)

- Knowledge and understanding of carers needs from personal, professional or voluntary experience
- Good interpersonal skills
- Experience of health or social care services
- Knowledge of personnel, staffing and employment issues
- Financial management experience
- Business management experience
- IT systems knowledge
- Quality Assurance experience
- Strategic Planning skills
- Fundraising knowledge or experience
- Project development experience
- PR, Marketing and Digital skills

Recruitment Process

Many organisations such as ours have difficulty in recruiting trustees and enabling them to deal with the sometimes complex information and decisions they have to make. We therefore aim to make the recruitment process as informative as possible on both sides.

Stage 1 - An informal discussion and information sharing meeting

This is an opportunity to meet with the Chief Executive and/or the Chair of Trustees.

This will cover:

- the role and responsibilities of Trustees & Term of Office
- The Vision, Mission, Values and Aims of the organisation
- what people have to offer
- what Swindon Carers Centre can provide
- Time commitments, 6x2 hour Board meetings, and reading time/discussions/sub-groups
- Swindon Carers Centre's services and context
- experience and skills needed for the Board
- Conflict of Interests
- information/application pack



This enables both sides to explore whether or not trusteeship is appropriate at this stage and is the first step in the decision-making process

Stage 2 - If it is mutually agreed to go ahead the following will happen:

- Feedback will be provided to the Board about the potential trustee
- An application form is completed and the names of 2 suitable referees provided
- Attendance by the potential trustee at a Board meeting to enable them to meet the other trustees and see how the Board works

Stage 3 – Progress to Trustees Board

If it is agreed on both sides to progress to the Trustee Board, this recommendation will be confirmed at the next Board meeting and will be subject to obtaining satisfactory references, relevant eligibility checks and a DBS check. Formal election of new Trustees takes place at the AGM following their appointment.

Stage 4 – Trustee Induction

The Trustee induction process will then be carried out and the completed Trustees forms sent off to Companies House and the Charities Commission.

The induction will include:

- Appointment of a Trustee mentor
- SCC's Governing Document
- Trustee Handbook
- Recent SCC Trustee Minutes
- Roles and responsibilities
- Governance & Management
- Swindon Carers Centre's Policies & Guidelines
- Staffing and personnel
- Funding and financial reporting
- Assessment of any possible training needs
- Induction Evaluation Questionnaire

The Trustee Board is legally obliged to oversee the Trustee recruitment process, even if responsibility is delegated to a member of staff.

Thank you for considering offering your expertise to Swindon Carers Centre. We look forward to meeting again soon.