

Voluntary and Community Action

Useful Resources for Trustees

Development Resource Sheet No. 1

July 2008

This is one in a series of Resource Sheets produced on organisational, management and development issues. Our Development Officer also offers impartial and confidential advice and guidance on a wide range of issues.



Websites

- www.ncvo-vol.org.uk/governanceandleadership is a website with a wide range of online factsheets and best practice guidance for trustees, chairs and those who support them
- www.charitycommission.gov.uk has guidance on the legal requirements of charities
- www.trusteenet.org.uk is an online network for trustees, run by Charity Trustee Networks

Publications

- Many of the publications below are available to download for free from the National Council for Voluntary Organisations (NCVO) website www.ncvo.org.uk/governanceandleadership. Other publications are available to purchase.

Guidance on the Role of Chair

- A Chair's first 100 days Good Governance: The Chair's Role (NCVO)

Guidance on the Role of a Trustee

- The Good Trustee Guide (NCVO)
- The Essential Trustee: What you Need to Know (free from the Charity Commission)
- The Charity Trustees Handbook (Directory of Social Change – DSC)

Guidance on Best Practice in Governance

- Good Governance: The Code of Governance for the Voluntary and Community Sector and the Code of Governance Toolkit (NCVO)
- Learning to Fly: Piloting your Voluntary or Community Organisation (NCVO) – an introduction to the Code for small organisations
- Better Governance: An Introduction to Measuring and Improving Board Effectiveness (NCVO)
- Tending your Board (NCVO)
- The Good Governance Action Plan for Voluntary Organisations (NCVO)
- National Occupational Standards for Trustees and Management Committee Members and Trustee Standards in Practice - A Guide for Smaller Organisations (NCVO)

Trustee Recruitment

Toolkits and Publications

- Trustee Recruitment Toolkit, (NCVO)
- Starting on the Right Track - A Guide to Recruiting and Inducting a New Chair (NCVO)
- Finding New Trustees - What Charities Need to Know (Charity Commission www.charity-commission.gov.uk)

Website Recruitment

The internet provides lots of opportunities. If you have a website advertise your vacancies there. You can place your ad with an online directory that specialises in volunteer and trustee vacancies.

- www.do-it.org.uk is a database of 450,000 volunteering opportunities which has a special section for trustee vacancies
- www.getonboard.org.uk is a campaign from Time Bank and the Charity Commission which helps put people in touch with trustee opportunities

E-Learning for Trustees

Learning to Drive, www.trustee-elearning.org.uk is a free on-line course to help trustees and management committee members to develop their skills in trusteeship and governance. You can learn at your own pace in your own home with support from an e-learning tutor.

Media Toolkit

Lots of very useful information to help you raise your profile and produce effective publicity material. Includes a section on setting up a website.



- Media Toolkit, download free, www.savo.co.uk



Voluntary and Community Action

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How can we help?

Contact our Development Officer if you would like more information on being a trustee or support and training for your management committee or board.

If you are interested in becoming a trustee, please contact our Volunteer Centre who can put you in touch with suitable, local opportunities.

Please give us a call on 01525 850559 or email development@action-centralbeds.org.uk or volunteer@action-centralbeds.org.uk