

**Enrich your Board with the right trustees:**

**planning questions to ask yourself**

The following questions are designed to begin to get you thinking about planning in the early stages as you prepare to embark upon the process of recruiting new trustees to your board. We hope that the questions will act as a good conversation starter for you and your organisation.

There will be additional things unique to your organisation and circumstances that you will need to consider and, of course, not all questions on the list will be relevant to you.

**General**

Are we ready and willing to involve new people?

Are we working well together? Do we need to resolve any issues/tensions before someone new joins the board?

Are we open to different ideas and new perspectives?

**Recruitment mechanism**

Are there any restrictions on what we can and can’t do?

Is there is limit on the number of trustees we can have or any other set terms of office we need to consider before recruiting?

How long can new trustees stay in office?

Are all our relevant policies and procedures up to date?

How urgently do we need to recruit?

Who will be involved in the recruitment and what are their roles within this process?

**Trustee Skills**

What new skills, knowledge and experience would we like to find in new trustees?

Are there any specific interest groups that the new trustees could represent?

Do we need to run a skills audit?

Are there any specialist positions we’d like to recruit for?

Are there gaps in our current board we’d like to fill?

Are we looking for any areas of specialist knowledge e.g. marketing, human resources, specific sectors?

How would we like to address the matter of increasing our diversity?

Should we involve other members of the board, who and at what point?

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