**Trustee Recruitment Online Masterclasses**

**August 2020**

**Following on from the Essential Board Finder webinar held in June, we invite you to join this five part course to gain in depth knowledge of how to recruit your next trustee. The masterclasses will be delivered by trustee recruitment charity, *Getting on Board.***

To take part in this webinar, you will need:

* A computer (e.g. desktop, laptop, mac) or tablet device
* An internet connection
* An email address
* A microphone. There is no need to have a webcam.

Please note that there are five masterclasses in this series and participants are expected to attend each webinar. The masterclasses will be run weekly on Tuesdays from 12:00 to 13:00. Details on the topics to be covered and the dates of the webinars can be found below.

# Places on this webinar are limited to 20 people so we recommend booking early to secure your place. We will initially limit places to one person per charity. The cost of taking part in this course is £50 but we will offer a £25 refund upon completion all five masterclasses. Payment can be made by cheque or bank transfer. A link to join the webinars will be sent out in advance of the first webinar.

# To book your place, please fill in the form below and return to us at [admin@almshouses.org](mailto:admin@almshouses.org).

# The deadline for booking is Friday 24 July 2020.

**TRUSTEE RECRUITMENT MASTERCLASSES – SUMMER 2020 - BOOKING FORM**

Charity Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member Number: \_\_\_\_\_\_\_\_\_

Delegate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delegate Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I enclose a cheque made payable to The Almshouse Association for £50 ***please write your membership no. & ‘webinar’ on the back of the cheque***

OR if paying by Bank Transfer

Sort Code 18.00.02 A/C 00568716

***Please use your membership no. and ‘webinar’ as the bank reference***

Getting on Board exists to change the face of trusteeship. We teach organisations everything they need to know to recruit trustees to their boards. Coronavirus has compounded many challenges for charity boards; this course will help you prepare better for future challenges. It is:

* Expert led – our team all have many years’ experience as a trustee or Chair
* Interactive – you will get involved
* Practical – you will leave with a roadmap for your trustee recruitment

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| **DATE (12:00 – 13:00)** | **TITLE** | **What you will be doing** |
| 28/07 | Working out who you need on your board | * Get you thinking about your current board and the skills around the table * Horizon scan the challenges your organization faces * How to do a skills audit to meet those challenges |
| 04/08 | Writing a compelling trustee advert and information pack | * Learn about best practice with adverts * Learn what to include in your information pack * Start writing your own advert |
| 11/08 | How to find your new trustees | * Learn where to look for trustees |
| 18/08 | Shortlisting and interviewing trustees | * Learn how to run an open and fair recruitment process * Learning how to avoid unconscious bias |
| 25/08 | How to ensure your new trustees get off to a flying start | * Learn how to induct your new trustees properly |

**Zoom**

The training will be held on Zoom. Your trainer will run through a brief ‘how to’ session on how to use Zoom. You do not need a camera on to take part but you will need a microphone.