**new for 2025 new for 2025 new for 2025 new for 2025**

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Description automatically generatedTrustee Recruitment**

**Workshop**

Struggling to find trustees, know you have trustees leaving in the coming months or year, want to refresh your trustee board - attend our Trustee Recruitment Workshop to find out how, and so much more.

***“This was one of the most useful Almshouse Association courses I have attended. We do not have a trustee vacancy right now, but the course information will certainly make any future task much much easier. Thank you so much.”***

Finding people who are interested in becoming trustees can be a challenge; finding the right people with the right skillset can sometimes feel impossible.

The Almshouse Association hopes to help you overcome some of the obstacles with our NEW One-day **Continuing Professional Development** (CPD) accreditedTrustee Recruitment Workshop that has been designed to actively engage delegates in a structured process aimed at strengthening your trustee recruitment efforts to build a robust and effective Board of Trustees. It offers valuable resources such as templates and practical connections, alongside guidance on advertising opportunities and statutory requirements.

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| **In the workshop, you will:**   * explore strategies to overcome challenges in recruiting trustees * review a skills audit and identify the types of individuals who are suitable for serving as trustees * agree the contents of a recruitment pack, including a role profile and application form * design an advertisement and establish where your charity can advertise * consider due diligence and succession planning. | **During the day, you will:**   * be actively involved * review a robust trustee recruitment process * gain understanding of the statutory requirements for finding new trustees * complete and take away templates specific to your charity * Network with peers from local almshouse charities and discuss your recruitment challenges. |

**Duration & Cost:** 09:00 to 16:30. £110 per delegate, includes a light lunch, teas/coffees and workshop materials.

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| **Date** | **Venue** |
| **6th November** | **Lincoln -** Bishop Grosseteste University, Longdales Road Lincoln, LN1 3DY |
| **3rd December** | **Bournemouth -** Eventide Homes, 605 Castle Lane West  Bournemouth, BH8 9TW |
| **11th December** | **Worcester -** Worcester Municipal Charities’ Chapel, Berkeley Court,  Foregate, Worcester, WR1 3QG |

**To book a place,** please complete, and return the form overleaf by email to:[**admin@almshouses.org**](mailto:admin@almshouses.org)

**Confirmation:** Places are allocated based on when a booking form is received. Each delegate will receive an email confirming their place. **A pre course** **email** will be received by delegates a minimum of 2 weeks before the course with full details.

**You may also post it to (please note the NEW address):**

The Almshouse Association, Leonard Hackett House, 17-21 Victoria Street, Windsor, Berkshire, SL4 1HE

Tel: 01344 452922 | E: admin@almshouses.org | W: https://www.almshouses.org

Company No.: 04678214 | Registered Charity No.: 245668.

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| **Almshouse Charity Name**  *Please print clearly* |  | | |
| **Member Number**  *(Not Charity Commission Number)* |  | | |
| **Workshop Date and Venue**  **You Wish to Attend** |  | | |
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| **Delegate 1** | **If there are more than 2 delegates complete additional form** | | |
| **Delegate Name** |  | **Office Use Only** | |
| **Email Address** |  | CRM |  |
| **Contact Number** |  | Confirmation  Sent |  |
| **Dietary Requirements** (allergies/intolerances) | *If none, please state “none”.* | Payment Received |  |
| **Access Requirements**  (disabled parking, wheelchair access, etc) | *If none, please state “none”.* |  |  |
|  |  | | |
| **Delegate 2** | **No more than 4 delegates from one charity please** | | |
| **Delegate Name** |  | **Office Use Only** | |
| **Email Address** |  | CRM |  |
| **Contact Number** |  | Confirmation  Sent |  |
| **Dietary Requirements** (allergies/intolerances) | *If none, please state “none”.* | Payment Received |  |
| **Access Requirements**  (disabled parking, wheelchair access, etc) | *If none, please state “none”.* |  |  |

**Cancellation policy -** The Almshouse Association reserves the right to cancel this workshop if there are less than 8 delegates booked to attend. Delegates will be informed 4 weeks before the workshop of any cancellations with any paid bookings refunded in full or rebooked on a new date at the delegates request. If a delegate needs to cancel their booking, we require a minimum of 4 weeks’ notice for a full refund or a rebook to a new date. Cancellation with less than 4 weeks’ notice will be charged at full cost.

*All delegates to sign below to confirm they have read and understood our cancellation policy.*

|  |  |  |
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| **Print name** | **Signature** | **Date** |
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**Payment** *is £110.00 per delegate, please tick the method of payment below. If possible, please use BACS to pay. If you require an invoice to make payment, please request one.*

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| **I have paid by BACS** |  | **Account Name**: The Almshouse Association  **Sort Code**: 18-00-02 A**ccount:** 00568716  **Ref:** reference your membership number & the date of workshop |
| **I enclose a cheque** |  | Make cheques payable to ***‘The Almshouse Association’.***  Write your membership number & workshop date on reverse of cheque. |

**Thank you, The Almshouse Association**

**Your Data:** We will only retain your personal information for the purposes of this workshop and for communications linked to the workshop. For further information about our Privacy Policy please visit our website.