

# Voluntary and Community Action

## Useful Resources for Trustees

Volunteering Information Sheet No.13

March 2009

### Volunteering Information Sheets

The Volunteer Centre has produced a series of Information Sheets on:

- setting up and managing a volunteer programme
- recruitment and development of volunteers and trustees.



They are available to download from our website or by contacting the Volunteer Centre (details on back page).



### Websites

- [www.governancehub.org.uk](http://www.governancehub.org.uk) is a website for trustees, chairs and those who support them - provides a host of free online resources covering every aspect of governance
- [www.ncvo-vol.org.uk](http://www.ncvo-vol.org.uk) has a wide range of online factsheets and best practice guidance
- [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk) has guidance on the legal requirements of charities
- [www.trusteenet.org.uk](http://www.trusteenet.org.uk) is an online network for trustees, run by Charity Trustee Networks

### Publications

All Governance Hub publications are available to download for free from [www.governancehub.org.uk](http://www.governancehub.org.uk). Other publications are available to purchase except where indicated.

#### Guidance on the Role of Chair

- A Chair's first 100 days (National Council for Voluntary Organisations – NCVO)
- 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 (Governance Hub)
- Learning to Fly: Piloting your Voluntary or Community Organisation (Governance Hub) – an introduction to the Code for small organisations
- Better Governance: An Introduction to Measuring and Improving Board Effectiveness (Governance Hub)
- Tending your Board (Governance Hub)
- 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 (Governance Hub)

## Trustee Recruitment

### Toolkits and Publications

- Trustee Recruitment Toolkit, NCVO (from the Governance Hub)
- Starting on the Right Track - A Guide to Recruiting and Inducting a New Chair (from the Governance Hub)
- Finding New Trustees - What Charities Need to Know (Charity Commission [www.charity-commission.gov.uk](http://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](http://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](http://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](http://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](http://www.savo.co.uk)



## Voluntary and Community Action

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## How can the Volunteer Centre help?

If you are a voluntary organisation or community group operating in southern Bedfordshire, we can help by:

- promoting your volunteering opportunities and signposting volunteers to your organisation
- providing information, guidance and training in all aspects of good practice and volunteer management.

Please give us a call on 01525 850559 or email [volunteer@action-centralbeds.org.uk](mailto:volunteer@action-centralbeds.org.uk) to arrange a meeting.