

FINDING AND RETAINING TRUSTEES



Delivered by the Capable Sector Project: A collaborative between Volunteer Kāpiti and Kāpiti Impact Trust, supported by the Kāpiti Coast District Council.

Finding and Retaining the Best Trustees for your Kāpiti for purpose Group

1) Know what you need and have policies in place before you start recruitment:

- Ensure the Board has an agreed recruitment and induction process in place.
- Have a clear understanding of the skills and experience that you need. This could include a skills-based audit of your current Trustees to identify gaps.
- Do you want to increase diversity on your board? Look at ways you can remove barriers and encourage people from under-represented groups to join.
- Consider new pathways for Trustees – such as a youth intern role or ‘working’ group role.

2) Write a volunteer role description that:

- Links to the organisation’s purpose/values and the difference this role can make.
- Is clear on time expectations and length of appointment.
- Notes skills required and induction/training support.

3) Get the word out:

- List the role with Volunteer Kāpiti!
- List with Community Governance Aotearoa and Do Good Jobs
- Share in local newsletters, social media channels, local noticeboards, professional networks, everywhere!
- Shoulder tap, use the Board and staff networks – appeal to why you think they would be a great addition to the board.

4) Retaining Trustees:

- Recognise and value your Trustees
- Ensure space for board self-assessment/reflection at meetings
- Have fun, allow opportunities for connection to each other and your organisation’s purpose outside of the board table.

Talk to [Volunteer Kāpiti](#) – we can help to promote, refer and recruit Trustees for your organisation.

More Resources:

- <https://volunteerkapiti.org.nz/organisations/resources>: Lists helpful resources to support your Kāpiti not for profit.
- [Volunteering New Zealand Best Practice Guidelines: Great handbook on how to recruit and retain volunteers with links to templates/further resources](#)
- [Community Governance New Zealand](#): Resources on all things Community Governance.
- <https://www.exult.co.nz/articles/top-tips-for-getting-the-right-people-on-your-board/>
- https://reachvolunteering.org.uk/sites/default/files/resources/Guide_Recruiting_and_retaining_trustees.pdf
- https://reachvolunteering.org.uk/trustee-recruitment-cycle/reflect_-_Skills_Audit
- <https://www.iod.org.nz/resources-and-insights/guides-and-resources/board-diversity#> : Getting on Board with Diversity

