

# Trustee Recruitment Toolkit



## Induction programme planner – select whichever activities suit your organisation best

Activity	When	Where	Who is involved	Who is leading	Preparation
Tour of headquarters					
Introduction to other trustees					
Introduction and talks with staff					
Informal presentations by staff					
Introduction and talks with volunteers					
Introduction to members					
Introduction to professional advisers					
Meeting with the CEO					
Visit to key project					
Visit to branch					
Observation of project					
Observation of service delivery					
Introduction to beneficiaries					
Introduction to funders					
Introduction to partners					
Introduction to supporters					
Invitation to staff retreat					
Invitation to trustee away day					
Invitation to fundraising event					
Invitation to PR/presentation event					
Screen CD/DVDs about the organisation or a past event					

