

Please complete ONE application per Trustee vacancy and include as much information as you are able			
Name of your organisation			
Postal Address			
Postcode			
Telephone			
Your email to be used for recruitment adverts (*free service only)		Not required for the subsidised or enhanced service	
Website			
Main contact name & role within organisation			
Your direct telephone (not for public use)			
Your direct email (not for public use)			
Please give your permission for inTRUSTed to use your logo in advertising for your Trustee vacancy. Please send your logo to inTRUSTed@involve.community			I agree and have sent my logo (✓)
Do you agree that inTRUSTed can share your social media sites with prospective Trustees? (please ✓)			
Your Facebook account address			
Your Twitter account address			
Your LinkedIn account address			
Other social media account address			
Charity Registration Number (if applicable)		Company Registration Number (if applicable)	
Approx. date your organisation started		Is your organisation part of a larger group?	
General aims of your organisation		Who are your beneficiaries?	
Type of organisation or legal structure		Do you have Trustees' Liability Insurance?	
Current number of Board or Committee members		Maximum number of Board or Committee members	
Approx. minimum number of hours per month?		How frequently and at what time does your Board meet?	
When are you hoping to appoint a new Trustee? inTRUSTed will endeavour to meet deadlines but cannot guarantee any interview or appointment date.			
Please tell us about your current Board or Committee			
(see over)			

Why are you looking for a new Trustee?			
When did you last analyse the skills of your existing Trustee Board?		Would you like a free copy of the inTRUSTed skills matrix for Trustees and other 'good governance' resources? ✓	
What particular skills and/or areas of experience are you looking for from your new Trustee? (see inTRUSTed skills matrix for more details). It's helpful to number these in order of priority.			
Business planning		Campaigning	
Digital and IT		Facilities & property	
Finances		Governance	
Income		Legal & regulatory	
Marketing & communications		People & HR	
Networks		Other?	

The inTRUSTed service from involve Community Services offers three tiers of recruitment support for Boards of Trustees and Committees or Governance groups. Please ask us for details & costs.	Please tick ✓
FREE: You complete this Application Form, sign a simple Agreement with involve, provide or agree a general Role Description. We agree an advert, post it with at least four volunteer-recruitment websites. *You receive candidates CVs or enquiries directly, you inform involve of success in appointing so we can remove adverts. We offer you free 'Good Governance' guides and your new Trustee access to our training.	
SUBSIDISED: You complete this Application Form, sign an Agreement with involve. We meet with you to discuss your needs, jointly create or adapt a Role Description and advert. We post the advert with several (minimum of seven) volunteer and Trustee recruitment and other employment websites. We receive applicants' CVs or applications, clarify their questions and 'pre-interview' as necessary, to create a shortlist. We supply you with the shortlist and offer a first-stage interview alongside you if needed. We can provide template appointment, reference letters if needed, and 'Good Governance' guides. We offer your new Trustee access to our training and ongoing mentoring. Please ask us for typical costs and add-on packages.	
ENHANCED: This is a bespoke service, which will include at least the following, depending on your needs: You complete this Application Form, sign an Agreement with involve. We meet with you to discuss your needs, jointly create a bespoke Role Description and advert. We post the advert with a minimum of eight volunteer and Trustee recruitment websites, plus other employment recruitment websites and with appropriate 'professional' groups specific to your needs for your Trustee. We also 'head-hunt' candidates as needed to find you the right person. We receive applicants' CVs or applications, clarify their questions and 'pre-interview', to create the shortlist. We offer a first-stage interview alongside you if needed; we provide template appointment, references letters, induction and 'Good Governance' documents, provide Trustee training and access to ongoing support and mentoring. We are happy to discuss and advise on typical costs for this e Enhanced tier of service.	
Do you want your data & email address added to involve's mailing list (please tick ✓ to confirm) Please see our Data protection and privacy policy for information about what we do with your data.	
Please return your completed form to inTRUSTed@involve.community or to the address below	