



TRUSTEES' WEEK

10 Top Tips

For what to do during Trustees' Week

1. **Work with other charities** - contact other local charities that might be interested in holding joint events to either thank their trustees or to attract prospective trustees.
2. **Contact your CSV group** - see what your local Community Service Volunteer group may be doing for Trustees' Week and see if there is something you can join in with.
3. **Invite your local mayor** - invite your local Mayor/local councillors to come and meet your Trustee Board and hear all about their work, and get local media interested.
4. **Hold a coffee morning** - hold a coffee morning to invite prospective trustees to visit your charity and see your work.
5. **Hold a 'speed matching' event** - hold a 'speed matching' night, like a speed dating night. This is where you and other local charities in search of trustees hold an event for anyone interested in becoming a trustee to come and here more about your charities. The prospective trustees talk to each charity for 5 minutes then rotate round the room so that they get a chance to talk to all the charities there.
6. **Do talks to groups of young prospective trustees** - talk to local colleges, universities or young people's groups about how you might attract young people as trustees for your charity.
7. **Hold an open day** - have an open day to invite prospective trustees to visit your charity and see your work. Introduce them to beneficiaries and staff and volunteers, and get local media interested.
8. **Hold a celebration for your trustees** - hold a celebratory meal/drinks evening to thank your existing trustees for their work.
9. **Write a letter to your local paper** - write a letter to your local paper to mark Trustees' Week, publicly thanking your trustee board for all their hard work and talking about your charity's achievements.
10. **Have a fun 'awards night'** - have a fun 'awards night' where you can create fun awards, like Oscars, to give to your trustees to mark particular achievements or to recognise particular skills.

Don't forget to tell us about your event so we can publicise it on the www.trusteesweek.org website!
Email us at: trusteesweek@charitycommission.gsi.gov.uk