

RUSSELL-COOKE SOLICITORS
THE CHARITY TEAM
WHERE TO FIND INFORMATION ABOUT FINDING TRUSTEES

Name	Service Provided	Contact Information	Fees Charged	Region	Organisations Helped	Individuals Found	Additional Comments
Arts and Business (The Board Bank) Contact: Samantha Bond	Matches business people with arts organisations seeking new trustees according to skill and preference	Nutmeg House 60 Gainsford Street Butlers Wharf London SE1 2NY T: 020 7378 8143 F: 020 7407 7527 E: Samantha.Bond@AandB.org.uk www.AandB.org.uk	None for not-for-profit arts organisations	14 offices in UK London office has biggest bank	Professional arts organisations, museums. Must be not-for-profit.	Middle and senior level business managers and professionals with professional skills such as finance, law, personnel and marketing.	
Bar Pro Bono Unit (Bar in the Community) Contact: Alice Sheldon, Kate Hobson or Veronica Carter	Set up in 2000 to attract and help the interest of Barristers wishing to serve the community by serving on management committees.	Bar Pro Bono Unit 7 Gray's Inn Square Gray's Inn London WC1R 5AZ T: 02078319711 F: 020 7831 9733 E: enquiries@barprobonounit.org.uk www.barprobono.org.uk Bar in the Community: T: 020 7841 1341	None	England and Wales (primarily urban)	All charities and not-for-profit organisations.	Barristers with a broad spectrum of skills and experience, including analytical, problem-solving and communication skills.	Maintains two registers: - Barristers wishing to volunteer their service Voluntary organisations seeking to enhance professional membership of Trustee boards. A bulletin describing applicant organisations is circulated to volunteers and introductions made at the volunteers request.
Charity Finance Directors' Group Contact: Charlotte Cowin (Membership and Information Officer)	Advertises posts in monthly mailing list. Also advertises posts on website for a period of three months	Camelford House 87-89 Albert Embankment London SE1 7TP T: 020 7793 1400 F: 020 7793 1600 E: info@cfdg.org.uk www.cfdg.org.uk	None	Mainly London and the South East	All charities and not-for-profit organisations.	Mainly finance staff of charities	Mainly treasurers. Trustees rather infrequently No register

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City Women's Network Contact: Nichola Stevens (President)	Online registration for advertisement of Trustee appointments in members area of site.	Administrative Office PO Box 353 Uxbridge UB10 0UN T/F: 01895 272178 www.citywomen.org	No	London	All charities and not-for-profit organisations; individual network members	Network members are senior executive women working in Greater London	Organisation for professional women who work at senior management level or who own their own company.
Common Purpose (Just Do Something) Contact: Simon Peters	Details of Trustee vacancies can be placed in e-mail newsletter sent out to graduates of Common Purpose's programs; free online database to match people with Board level opportunities	Discovery House 28-42 Banner Street London EC1Y 8QE T: 020 7608 8148 F: 020 7336 6844 E: Simon.peters@commonpurpose.org.uk	None	UK	All charities and not-for-profit organisations.	Leaders from all sectors and backgrounds.	There are about 16,000 graduates of Common Purposes programs.
Council of Ethnic Minority Voluntary Organisation Contact: Regional Office (address available on the website).	They find volunteers interested in becoming trustees. Organisations who need trustees can obtain a list of potential trustees	Boardman House 64 Broadway Stratford London E15 1NG T: 020 8432 0000 F: 020 8432 0319 E: enquiries@emf-cemvo.co.uk www.emf-cemvo.co.uk	No	UK	All charities and not-for-profit organisations.	Mainly ethnic minority professionals.	Register of about 200 people. Charity provides job description and organisation finds people that fit it. Organisation must do background checks
Institute of Chartered Secretaries and Administrators Contact: Trustees @icsa.co.uk	Charity tells them what kind of Trustee they want and the information goes in newsletter, which goes out to members. Members can volunteer.	16 Park Crescent London W1B 1AH T: 020 7580 4741 F: 020 7323 1132 E: trustees@icsa.co.uk E: info@icsa.co.uk www.icsa.org.uk	None	UK	All charities and not-for-profit organisations.	ICSA members, ICSA qualified - including accounts, property management, investment, personnel, administration and company secretarial practice. Placement as advisors considered.	They have about 200 chartered secretaries looking for positions

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REACH	Circulates info (by letters and e-mail) about position to interested volunteers and organisations	89 Albert Embankment London SE1 7TP T: 020 7582 6543 F: 020 7582 2423 E: mail@reach-online.org.uk www.reach-online.org.uk	None	UK	All charities and not-for-profit organisations.	Professional, managerial, business or technical skills - placements as trustees and advisors.	Links retired professionals to charities and volunteer organizations (NCVO) They have about 4,000 volunteers on database. About 1800 active at present. You take up references and police checks as necessary.
Usenet (do-it.org.uk) Contact: Mark Rose or Tom Green (Editor)	Advertises vacancies on do-it.org.uk in two ways: *Local organisations can go to their local bureau and ask the bureau to do this on their behalf *Larger charities can fill out an application and advertise posts on Website	YouthNet UK First Floor Featherstone Street London EC1Y 8RT T: 020 7250 5700 F: 020 7250 3695 E: info@do-it.org.uk www.do-it.org.uk/find_opp/trustees	None	UK	All charities and not-for-profit organisations.	Predominantly 20 to 30 year-old professionals.	
Charity People Contact: Sarah Illingworth	Allows charities to place ads on website. Also matches charities with people interested in becoming trustees and can advertise for a Trustee position. Recruitment service available.	Borough High Street London SE1 XF T: 020 7939 7439 (9am – 5pm) E: sarahi@primeexecutive.com www.charitypeople.com www.forum3.co.uk	No fee for volunteer advertisements placed on website. Matching and recruitment services charged for.	UK	All charities and not-for-profit organisations.	All.	Maintains database with about 800 people interested in trusteeships.
National Housing Federation Contact: Corien Meier	Get on Board scheme aims to match skilled and experienced candidates to board vacancies within the housing sector.	Lion Court 25 Proctor Street London WC1V 6NY T: 020 7067 1034 F: 020 7067 1011 E: info@housing.org.uk E: corienem@housing.org.uk www.housing.org.uk	None for members	England	All members. Members must be charities or non-profits which provide housing or related services	Skilled people	Has database with about 150 people who want to be placed on a board.

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Popcorn Promotions LTD (Charity Job) Contact: Raya Wexler	Charities can place ads on website and Charity Job also maintains a database of potential trustees	Popcorn Promotions Ltd PO Box 762A Surbiton KT5 8YZ T: 020 8390 1177 (for charities and agencies only) F: 020 8390 6110 E: info@charityjob.co.uk	Ads for unpaid trustees are free. There is a charge for a database search for a Trustee and the fee depends on the type of Trustee being sought	UK	All charities and not-for-profit organisations.	All.	About 114 records of people looking for trustees
CF Appointments Ltd	Matches people on register with organisations and can also advertise on behalf of client or conduct proactive searches	Lloyds Court 52-54 Gracechurch street London EC3V 0EH T: 020 7220 0180 F: 020 7220 0180 E: enquiries@CfAppointments.com www.cfappointments.com	Services charged for.	UK	All charities and not-for-profit organisations.	All	Service can include due diligence and CRB check.
CR Search and Selection Contact: Geraldine Norris	Provides a range of services for those seeking trustees which can include advertising a position and matching their database or through advertisements with not-for-profit or charitable organisations	40 Rosebery Avenue London EC1R 4RX T: 020 7833 0770 F: 020 7833 0188 E: info@crsearchandselection.com E: geraldine@crsearchandselection.com www.crsearch.co.uk	Online advertising on jobs board by charitable and not-for-profit organisations is free. Active Recruitment(to include Headhunting) £12,000 Targeted advertising and search of database (with in depth interviews and preparation of a short list): £10,000 Full Service (with interviews limited to brief telephone conversation): £9,000 Database Search: £3,000-£4,000	Worldwide	All charities and not-for-profit organisations.	All.	Maintains database of candidates specifically seeking to become chairs or trustees.

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JMR Consultants Contact: Jocelyn Ridley	Recruit trustees through advertisements and maintains database of people interested in becoming trustees	15 Baldwyn Gardens London W3 6HJ T: 020 8896 0891 F: 020 8896 0894 E: jridley@jmr-sas.co.uk www.jmrc.co.uk	Cost is dependant on charity and difficulty of assignment	UK	All charities and not-for-profit organisations.	Experienced Board members including Chairs, Trustees and Committee members. Experienced at recruiting to specific profiles: finance (Treasurers), HR, Law, IT.	Register of about 200 or 300 people.
Society Guardian (with Wednesday's edition of The Guardian)	Recruit volunteers including Trustees by advertisement in jobs section and on website.	The Guardian & Observer Volunteers 4 th Floor 3-7 Herbal Hill London EC1R 5EJ T: 020 7611 9099 F: 020 7278 6046 E: advertisingcopy@guardian.co.uk	£84-£168 (according to size of advert)	UK	All charities and not-for-profit organisations.	All	
The Principle Partnership Contact: Julia Naveira Michel, (Executive Consultant)	Matches organisations to people in database. Also have web advertising and targeted campaign advertising.	52 Lime Street London EC3M 7AF T: 020 7198 6000 T: 020 7198 6060 (Not-for-profit) F: 020 7198 6100 www.tpp.co.uk/frames/index.php	Yes	Mainly London	All charities and not-for-profit organisations.	Recruits people in finance, marketing, fundraising, administration, secretarial, press & PR, human resources and executives	

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Enfield Voluntary Action Contact: Paula Jeffery	Can provide details of trustee vacancies to those interested in volunteering. Plus advice on becoming a trustee.	Community House 311 Fore Street London N9 0PZ T: 020 8373 6240 F: 020 8373 6268 E: volunteering@enfieldva.org.uk -Local placement: Enfield Volunteering Info Service C/o Enfield Voluntary Action T: 020 8373 6348	None to individuals and voluntary organisations	Enfield	Third sector (voluntary/ community/ social enterprise), self-help projects and some local authority such as environment/ regeneration.	Business professionals: project management, Marketing, ICT specialists, Lawyers, Accountants, Human resources/employee relations, placement as trustees and advisors; students (graduate/postgraduate level); in transition: pre-retirement, redundancy, secondment.	Info service about who is looking for trustees Register not in place. Holds database of voluntary organisations and produces register of volunteering vacancies, including trustee vacancies.
Hammersmith and Fulham VDA Contact: Marion Schumann (Director)	Recruit volunteers from the boroughs (and match individuals interest in trusteeships with charities, general recruitment in all organisations).	130 King Street Hammersmith London W6 0QU T: 020 8741 9876 F: 020 8741 3344 E: enquiries@hfvda.co.uk	None	London Borough of Hammersmith and Fulham	Local voluntary organisations	Local businesses	Runs free training program for trustees
The Volunteer Centre, Waltham Forest Contact: Fred Rason (Centre Manager)	Register online and matches individuals on database with not-for-profits seeking trustees. Holds forums and info days.	Volunteer Centre Waltham Forest Community Place 806 High Street Leyton London E10 6AE T: 020 8539 8163 F: 020 8532 8521 E: volunteer@volunteercentrewf.org.uk www.thevcwf.org.uk	No	London Borough of Waltham Forest	Local voluntary organisations	People in the community, employees, general business people (management oriented/ professional and administrative)	
Hounslow Volunteer Bureau Contact: Jose Penrose (Bureau Manager)	Will match individuals who want to be trustees with organisations that seek new trustees.	Advice centre 45 Treaty Centre Hounslow Middlesex TW3 1ES T: 020 8583 2626 F: 020 8570 5083 E: hounslowvb@lineone.net www.volunteerhounslow.org.uk	No fee for volunteers	London Borough of Hounslow	Local voluntary organisations	Volunteers, employee volunteers, financial, business, organisational development, personnel/ human resources	

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Volunteering England	Details of local volunteering agencies	www.volunteering.org.uk or for Wales www.volunteering-wales.net	None	England	Charities	Agencies who may be able to assist	
NACVA	Can provide charities with information on how to contact their local CVS.	The Tower 2 Furnival Square Sheffield S1 4QL T 0114 278 6636 F 0114 278 7004 E: nacva@nacva.org.uk www.nacva.org.uk	NA	UK	NA	NA	Can put non-profits and charities in touch with local CVS's that could help with finding trustees NACVA does not provide services for finding people to fill board vacancies NACVA is a network of over 360 Councils for Voluntary Services
Charity Trustee Network (CTN) Contact: Karen Heenan (CEO)	The national organisation for trustees and management committee members offers their on-line trusteefinder where members of trusteeenet can post their Board vacancies and anyone can search for trustee vacancies.	2 nd Floor, The Guildford Institute, Ward Street, Guildford, GU1 4LH T 01483 230 280 E: info@trusteenet.org.uk www.ctnetworks.org.uk	NA	NA	NA	NA	Trusteenet is CTN's free on-line community at www.trusteenet.org.uk providing support for trustees across the country and a host of downloadable resources.
National Council for Voluntary Organisations (Trustee Bank)	Does not offer Trustee brokerage services itself, but maintains a list of organisations that offer trustee brokerage services	The National Council for Voluntary Organisations Regent's Wharf, 8 All Saints Street, London N1 9RL T: 020 7713 6161 F: 020 7713 6300 E: ncvo@ncvo-vol.org.uk www.ncvo-vol.org.uk	NA	UK	NA	NA	
Harris Hill Executive	Executive search and recruitment of Trustees	Susan Ashby 020 8974 9990	According to requirements	UK	Various organisations	All	Independent 25 person specialist consultancy established 12 years working exclusively in the charity/not for profit sector.