

What's the time commitment?

It's hard to answer this exactly, but it's certainly at least one day a month on average (although rarely in a single block of time). For trustees who take on a particular responsibility, for example chairing one of the committees, extra time will be involved.

The main commitments for any trustee are;

- **full board meetings**, x4 per year - these last around two hours, but trustees also need to read papers and prepare their thoughts in advance.
- **annual general meeting**, x1 per year - this takes place in the autumn and lasts a couple of hours. It's the formal review of the year for our members and a chance for them to ask trustees questions.
- **committee meetings**, x4 per year - we currently have two committees (money and people) where more detailed work happens. Trustees would normally expect to sit on one of these. The meetings last around an hour and a half, but as with full board meetings there are papers to read in advance, and often some follow up actions.
- **board/staff away days**, x2 per year - these are actually half-days, and are times when the whole staff team and all the trustees come together to explore some of the big questions and opportunities facing the organisation.
- **staff and volunteer thank you events** - these happen a couple of times a year, and it's always good if at least some trustees attend, to help thank team members.
- **email discussions** - there are often updates and information to share between meetings, and sometimes trustees will need to give views on different matters. This certainly wouldn't be every day, but you'd need to be checking for emails at least once a week.
- **observing activities** - whilst trustees aren't involved in the day-to-day operation of the charity, it's useful to have a good understanding of what happens. So shadowing staff or volunteers, or observing activities, can be very helpful.
- **personal development** - there's lots of support available to trustees, and one of the personal benefits of the role is learning new skills. You can see the [training courses offered by NCVO](#) as some examples of the personal development you might undertake as a trustee.