# Trustee interview cheat sheet

**What career strengths are the most relevant and contribute to the success of the board and organisation?**

1. Highlight specific experiences; don't just repeat your CV.
2. Why are these relevant, and how will you apply them to benefit the board and organisation?
3. Try and keep this to 2-3 minutes.

**What drew you to volunteer your time for this organisation?**

1. Demonstrate that you know what the organisation does and who its customers and learners are.
2. Show you've done research by relating your passion to their values and goals.
3. Include any relevant lived experience which relates to their purpose that you are happy to share.

**Identify and elaborate on some of the key challenges and opportunities that the Board should look at?**

1. Use your specialist knowledge to research the organisation's markets and the learners they represent.
2. Look into key government policies around skills and training based on the qualifications the organisation offers.
3. Combine your research with your unique perspective and examples of support you can provide.

**Describe your approach to being a trustee and how you would ensure you fulfil the responsibilities effectively.**

1. Demonstrate your understanding of trustee responsibilities.
2. Research and demonstrate how you will uphold the Nolan Principles.
3. Give any relevant experience of being on or working with boards or committees, what is expected and how they operate.

**How would you challenge inaccurate or false information presented to the board/committee?**

1. Describe your approach to effective communication and collaboration in a range of situations.
2. Provide an example of where you have had to "push back" in your operational roles to get more information and communicate why you needed it.
3. What techniques do you use to ensure colleagues feel empowered by your requests and not belittled.

**How would you navigate a situation where you fundamentally disagree with the decision of the board?**

1. Describe your communication skills in difficult situations.
2. Provide an example of how you managed a disagreement in your operational role.
3. Consider your approach to providing challenge while ensuring a unified and strategic approach.

**What is good governance and how would you know if governance wasn't effective?**

1. Give a brief overview of your understanding of good governance and the responsibilities of a board.
2. Think about what metrics you would have in mind as "red flags".
3. What would be the key signs if the organisation was "failing".

**How would you successfully contribute as a Trustee when the board is facing a complex decision?**

1. Give an example of how you work in a team to solve problems.
2. What skills do you have which help you contribute to working through a decision-making process.
3. What would be your ideal goal/outcome when it comes to complex decisions?

**What does success look like to you?**

1. Think about key themes such as impact, collaboration and outcomes.
2. What metrics or KPIs do you use for yourself or within an organisation and how could this be applied to their organisation and the board.
3. What would you deem an achievement for the board or organisation? What would you personally be proud of as a Board member?

**How have you been involved in setting and delivering long-term strategies?**

1. Where have you identified an internal challenge which required you to understand the business model and financials?
2. What plan did you put in place to achieve this and how did you deliver it? Explain the short-term and long-term impact on the strategy.
3. Clarify exactly how you were involved and how you contributed based on your skills.

**What does equality, diversity and inclusion mean to you?**

1. Think about EDI outside of protected characteristics, consider more about how organisations can make workplaces and services work for everyone.
2. Consider the organisation's learners and customers and what strategic support they need.
3. If appropriate, give an example of where you have identified and addressed systemic barriers in how an organisation operates.

**Are there any conflicts of interest for you to serve on the board?**

1. Firstly, be open and honest if you think there could be any conflicts and disclose what they might be.
2. If there any, how do you intend to manage/declare those?
3. How can the board/committee benefit from your skills, knowledge, and network without there being any conflicts of interest?