

## Shop Trust Interview Guideline

In general during initial meetings you are trying to determine why the applicant is interested in being a trust member, their likely commitment and their potential contribution to and fit within the trust.

Where there is an obvious passion for Trade Aid this is a good start as long as this is balanced with the necessary objectivity. A key and easy determinant of interest is the amount and quality of preparation. Good applicants will have undertaken some form of due diligence ahead of time, looked at the website, read available material and held conversations with people who have some understanding of the organisation. They will also have a range of questions for you during the discussion.

Recruiting against the skills matrix will make the task easier. Part of your matrix will focus on diversity around the table including gender and a balance between TA and an independent perspective.

Beyond this you will want to probe their understanding of the governance role and ask for specific instances and experiences that allow you to assess their governance potential.

Remember, above all, you are looking for thinkers who can contribute to a strategic discussion and are likely to work well as part of a team.

### Strategic questions

*Knowledge of TA and understanding the trust's aims. What contribution does the applicant see making to the future of the trust*

- 1 How do you see the direction in which the trust should be going in the future and the skills you would bring to help achieve this.

*Understanding the role and responsibilities. Look for an understanding of trust duties, legal responsibilities, etc*

- 2 Do you consider that there are, or should be, significant differences in the way trusts of non-profits and commercial entities operate
- 3 What are your thoughts about the key skills a trust member needs to bring to the role, what would be your top three

*Finance management, financial literacy and understanding how risk can be managed without undermining the shop manager's responsibilities*

- 4 What do you consider to be the main financial responsibility the trust has in exercising its financial governance role

*How well does the applicant understand the specific challenges facing the shop trust. Does the applicant have an understanding of the commercial/retail challenges*

- 5 From what you know of TA and of the retail sector generally, what would you say would be the most important issues that will challenge the shop and trust in the near future
- 6 Who do you understand to be the primary stakeholders of TA?

### Other questions you may choose to use:

- The time they have available to give to the organisation
  
- What their expectations are of the organisation in order to perform best as a trustee
- Willingness to undergo reference checks
- Willingness to participate in on-going trust evaluation

- Any issues they perceive with the job description
- Do they legally qualify to be a trustee
- Are they comfortable with the Trust Agreement
- Are there any potential areas of conflict