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# Application and Induction process for a new Trustee

1. Following an informal conversation with the Chair of Trustees, the Trustee applicant sends a CV and names of referees to the Chair of Trustees.
2. A small group of Trustees and Trainers meet in the light of the application to discuss possibilities and determine whether this is a good way forward.
3. Further meetings, as appropriate, with other individual Trustees or Trainers to find out about areas of mutual particular interest in the work of the Trust.
4. The potential Trustee receives:
   * 1. A copy of the trust deed
     2. Trustee handbook
     3. Policies
     4. Appropriate documents from the latest Trustees’ meeting, in order to become familiar with the current areas of work and development.
5. The potential Trustee writes a short document to introduce her/himself to the current trustees - perhaps focusing on the particular skills and experience the new Trustee perceives they will bring to GPUK.
6. Areas of precise focus for the new Trustee are determined by the Chair and new Trustee and recorded for circulation to all trustees (and trainers, if this is relevant).
7. The new Trustee is included in relevant correspondence and decision making.
8. The new Trustees attends a Trustees meeting and completes the relevant Charity Commission declarations and is approved by other Trustees. (As meetings are only twice a year, this stage will be undertaken when it is possible. Its place in this hierarchy is notional.)
9. It will be important for the new Trustee to begin to comment and ask questions from the perspective of their own areas of experience and expertise. Everyone should encourage this. The role of a Trustee body is to develop strategy and to scrutinise activity. Active involvement is vital for this.