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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 completed application form and names of referees to the Chair of Trustees.
2. Current trustees consider the application.
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. Compliance policies
     4. Appropriate documents from the latest Trustees’ meeting, in order to become familiar with the current areas of work and development.
5. 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).
6. The new Trustee is included in relevant correspondence and decision making.
7. The new Trustees attends a Trustees meeting and completes the relevant Charity Commission declarations and is approved by other Trustees.
8. 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.