

## Trustee Induction Checklist

Name of New Trustee:			
Date of commencement:		Date of completion:	
Person responsible for induction:			

ISSUE	COMMENTS	TRUSTEE SIGNATURE	INDUCTOR SIGNATURE
<b>OVERVIEW</b>			
History of the organisation			
Explanation of governing document			
Explanation of aims & objectives			
Explanation of projects & activities			
Structure of organisation			
Governance - Trustees/committees			
Annual Report and Accounts			
Business Plan			
Trustee details			
Trustee reps on other bodies			
Relevant publicity material			
Introduction to staff			
Staff roles and job descriptions			
Introduction to relevant committees			
Website			



TRUSTEE ROLE - WORK PROGRAMME			
Trustee roles and responsibilities			
Accountability			
Relevant legislation			
Standing orders & meeting procedures			
Confidentiality			
Declaration of interests			
Budgets			
Minutes of last 3 trustee meetings and other relevant minutes			

Building and personnel issues			
Tour of the building			
Fire procedure and equipment			
Parking			
Claiming of expenses			
Policies and procedures - All policies to be read and understood			
Confidentiality			
Data Protection			
Disciplinary			
Dress Code			
Employee Exit Strategy			
Equality and Diversity			
Grievance and Disciplinary			
Harassment/Grievance			
Health and Safety			

# Debenham Sports & Leisure



ICT			
Induction			
Leave			
Lone Working			
Learning			
Working from Home			
Other policies			
Learning needs			
Other matters			
<b>Any other matters</b>			