**Guidance note for recruiters:**

This template induction pack contents list is designed to provide an overview of the key documents you will need to provide to your new trustees as part of their induction into your organisation. You will need to adapt this list to meet your own requirements and needs.

**[Organisation] trustee induction pack contents template**

**CONTENTS**

|  |  |  |
| --- | --- | --- |
| **A.** | **The role of the Trustee** | |
|  | A1 | The Essential Trustee – Jigsaw |
|  | A2 | The Essential Trustee – what you need to know |
|  | A3 | Trustee Role Description |
|  | A4 | Trustee Person Specification |
|  |  |  |
| **B.** | **[Organisation]** | |
|  | B1 | Introduction to [subject of what your organisation does, if required] |
|  | B2 | Background to [Organisation] |
|  | B3 | [Organisation] Literature (B3.1, B3.2, B3.3 etc) [e.g. marketing material, if applicable] |
|  | B4 | Vision, Mission, Values and Objectives |
|  | B5 | Organisation Structure |
|  | B6 | Annual Report and Accounts |
|  | B7 | Business Plan [years it runs from and to] |
|  |  |  |
| **C.** | **The Board of Trustees** | |
|  | C1 | [Governing Document, e.g. Memorandum and Articles of Association, Constitution etc] |
|  | C2 | Trustee Recruitment and Induction Policy |
|  | C3 | Trustees’ Skills Audit |
|  | C4 | The necessary paperwork |
|  | C5 | The current trustees – short biographies |
|  | C6 | Frequency and timing of Board meetings |
|  | C7 | What happens before, during and after a Board meeting? |
|  | C8 | Minutes of last three Board meetings (C8.1, C8.2, C8.3) |
|  | C9 | Trustee Performance Review |
|  | C10 | Trustee Training and Development |
|  |  |  |
| **D.** | **Policies and other documents** | |
|  | Note: only those Policy documents deemed to be immediately pertinent to newly appointed Trustees have been included [include policies and documents pertinent to your organisation] | |
|  | D1 | Code of Conduct |
|  | D2 | Confidentiality Policy |
|  | D3 | Equality and Diversity Policy |
|  | D4 | Safeguarding Vulnerable Adults Policy |
|  | D5 | Health and Safety Policy |
|  | D6 | Finance Policy |
|  | D7 | Expenses Template |
|  | D8 | Complaints Policy |