

# FAVERSHAM CREEK TRUST

## SUPPORT FOR NEW TRUSTEES

The Board of the Trust will support new Trustees by carrying out a thorough induction, to include:

1. Information about the governance of the Trust, with its Officers, including but not restricted to:
  - a. Governance documents: Articles of Association and Adopted Charitable Objects
  - b. Strategy documents: Activities and programmes linked to charitable objects
  - c. History and background of the Trust
  - d. Trustee role description, including term of appointment
  - e. Code of Conduct and key policies
  - f. Trustees' most recent Annual Report & Accounts and budget for the current year
  - g. Funding arrangements
  - h. Tour of buildings and any outside projects
  - i. Role of volunteers (role descriptions optional)
  - j. Introductions to volunteers, where possible
  - k. Trust literature (leaflets, brochures etc)
  - l. Networking relationships
2. Information about the management of the Trust, with members of the Board, including but not restricted to:
  - a. Purpose & structure of the Board and any sub-committees
  - b. Minutes of recent meetings
  - c. Information and contact details of Board members and volunteers (where relevant) and access to all Trust documents on DropBox
  - d. Role of office-bearers (role descriptions)
  - e. Role of other Board members (role description)
  - f. Legal and financial responsibilities
  - g. Frequency and format of meetings
3. Helping the new Trustee feel welcome and to get 'up-to-speed' quickly:
  - a. Formal welcome at the trustee's first meeting and introduction to all Board members
  - b. Pairing the Trustee with a buddy or mentor
  - c. Ensuring in the first few meetings that matters are fully explained (e.g., acronyms and technical language, names of speakers)
  - d. Encouraging the new Trustee to get involved in activities and working groups
  - e. Spending time talking to the new Trustee, offering to answer questions



Patrons: The Countess Sondes, Sir David Melville CBE, Professor Christopher Wright

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