

FAVERSHAM CREEK TRUST

The Purifier Building • North Lane • Faversham • Kent • ME13 7DY

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

Registered Office: The Purifier Building, North Lane, Faversham, Kent, ME13 7DY

Charity Number: 1146660 | Company Number: 7667130 | www.favershamcreektrust.com