

Voluntary Action-Leeds Trustee Induction Pack

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Contents:-

1. Induction Programme Timetable
2. Trustee Role Information
 - (a) Job descriptions for all trustee roles
 - (b) “Roles & Responsibilities of Trustees” (NCVO, 2001)
 - (c) “Responsibilities of Charity Trustees” (Charity Commission, 2002)
 - (d) “The Hallmarks of a Well-Run Charity” (Charity Commission, 2002)
 - (e) Trustee Board Conflict of Interest Policy
 - (f) Skills audit form
 - (g) Trustee agreement (including Code of Conduct)
 - (h) Checklist for new trustees
3. Organisation Information
 - (a) VA-L’s Governing Document (“Memorandum & Articles of Association”)
 - (b) Organisation chart
 - (c) Business Plan (includes history, mission, current issues, work plans, etc)
 - (d) Contact details – Trustees & staff
 - (e) Job descriptions of management team
 - (f) List of meeting dates
 - (g) Terms of reference for sub-committees
 - (h) Sets of recent Trustee Board papers
 - (i) Most recent audited accounts, current budget & management accounts
 - (j) General information – most recent leaflets, training programmes, and newsletters