

# BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

Charity No: 1081381 – Company No: 4024662  
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## **TRUSTEE INDUCTION POLICY**

### **STATEMENT**

Bournemouth CVS recognises that an effective board of trustees is essential if the charity is to be effective in achieving its objects. The board must seek to be representative of the people with whom the charity works and must have available to it all of the knowledge and skills required to run the charity. Individual trustees must have sufficient knowledge, both of trusteeship in general and of the Charity's activities, to enable them to carry out their role and to represent the Charity at meetings and other events.

This policy sets out how Bournemouth CVS intends to provide new trustees with the information they need to become effective.

### **INDUCTION**

The Vice Chair of Trustees will be responsible for ensuring that the induction process is arranged and completed.

A training programme will be developed to ensure that any newly appointed trustee will receive training on all matters necessary to enable them to perform their duties effectively. This will be tailored to their specific needs but, unless the appointee is already sufficiently experienced, should cover as a minimum:- governance and management; equal opportunities; a thorough introduction to the history and current activities of the organisation; sufficient explanation of the charities financial accounts and reporting procedures to enable them to exercise effective fiscal oversight; explanation of all charity policies including that relating to trustee expenses and how they can be claimed. If the new trustee is to take on any specific duties training needs in relation to these should also be assessed. It is acknowledged that trustees have a wide range of other commitments and every effort will be made to make this training accessible to the individual by arranging it to be conducted at times convenient to them.

Joining an established board of trustees can feel intimidating, especially for someone new to trusteeship. A trustee from the trustee recruitment sub-committee will be appointed as a contact point, or mentor, for the new board member for the first six months. This trustee should be available to speak to, or meet with, the new trustee from time to time to answer any questions that may arise.

Date:

Signed:

Chair of BCVS Board

Chief Executive

Policy agreed: January 2007