

## **Induction of Trustees**

1. A letter of appointment and welcome will be written to the new Trustee by the Chair of Trustees enclosing details of the induction process. They would be told the frequency of meetings and likely time commitment required.
2. An induction pack of information will be provided and will include:
  - a) a job description
  - b) a copy of the Trust Deed (and any additions)
  - c) church accounts for the preceding two years
  - d) recent copies of Minutes of the Trustees, Elders and Management Team
  - e) copies of policies adopted
  - f) Contact details of other Trustees
  - g) copies of Charity Commission documents, such as CC3 and CC3a
3. The Declaration of Eligibility for newly appointed Trustees will be signed (CSD-1382)
4. The new Trustee should be invited as an observer to a Trustees' meeting before assuming responsibilities.
5. To understand the range of activities and interest the new Trustee would be encouraged to attend an occasional service, meeting of Elders, Management Team and maintain e-mail contact.
6. Another Trustee would be appointed as a support member initially.
7. Then the new Trustee would attend the next Board of Trustees' meeting.
8. The period of appointment would be for 3 years renewable.

This policy is reviewed annually