



Induction Programme for New Trustees and Volunteers

Registered Charity No. 20154240

Version: 2024-01-29

Purpose and Scope

This structured programme ensures new trustees and volunteers are well-prepared, informed, and integrated into the charity, fostering a strong foundation for their contribution to the organization's mission.

Welcome Session:

Introduction to the charity's mission, history, and key achievements. Overview of current projects and strategic goals.

Governance Training:

Detailed session on the legal and ethical responsibilities of trustees, including governance structures, financial oversight, and risk management.

Operational Insights:

Meetings with Board members and staff to understand daily operations, challenges, and opportunities.

Policies and Procedures:

Review of key policies, including safeguarding, data protection, financial controls, and conflict of interest.

Mentoring:

Allocation of a mentor from the existing board or staff for guidance, support, and to answer any questions.

Feedback and Evaluation:

Wrap-up session to gather feedback on the induction process and discuss the new member's role and expectations moving forward.