

# Upton Village Hall Trustee Induction Policy & Procedures

## Preamble

The Board of Management of Upton Village Hall is required to have between 9 and 12 trustees, all of whom are re-elected annually at the AGM. The Board consists of a number of officers with specific roles (chairman, secretary etc), and other trustees chosen either because they possess particular professional expertise and experience needed by the charity, such as maybe legal or property management, or they have a long standing association with Upton Village Hall and an in depth experience of and sympathy with the traditions and role of the Hall within the community.

New trustees must understand and accept the responsibilities of a charity trustee, the acceptance of which is formally minuted. In addition, they need to be able to demonstrate that they can commit sufficient time to carry out their role effectively. There is an expectation that new trustees will possess a PC with MS Word and Excel software, and have access to e-mail and the internet.

## Trustee Induction Pack

On joining the Board of Management new trustees are given a pack of information (mostly in electronic form), which includes but is not restricted to the following:

- A copy of the Upton-by-Chester Village Hall Declaration of Trust, 1953
- Details and minutes of subsequent amendments to the trust deed
- Booklet CC3, "The Essential Trustee", published by the Charity Commission
- Recent Upton Village Hall Annual Reports
- Minutes of board meetings covering the last 12 months
- List of current trustees including postal and e-mail addresses

## Trustee Induction Talks

To supplement the induction pack, new trustees will have introductory talks with officers to familiarise themselves with key aspects of the charity's operations. These will be based around the following scheme:

<b>Chairman</b>	The role and values of Upton Village Hall in the community Trustee responsibilities and the new trustee's specific role Future refurbishment plans Overview of the UVH website, including location of current policy documents The principles behind the Upton Village Hall User Guide
<b>Secretary</b>	Board meetings and minutes The Hallmark quality accreditation
<b>Treasurer</b>	Financial policy & procedures Current and projected financial position How the finances are analysed and presented
<b>Booking Secretary</b>	Bookings policy The hiring agreement and terms & conditions of hire Overview of the user community and bookings calendar
<b>H&amp;S Officer</b>	H&S policy and procedures Risk assessments and monthly "walkthroughs"

## Trustee Declaration

On completion of the induction, the new Trustee is required to sign the attached declaration.

**Declaration by Charity Trustees**

I have received and studied the Deed of Trust of the charity and support its purposes.

I realise that as a member of the Board of Management I am one of the organisation's trustees, and I understand the duties and responsibilities involved, as explained to me and indicated in the Charity Commission Leaflet CC3: The Essential Trustee.

I am not under 18 years of age and am not disqualified\* from serving as a member of the committee, and in the event of my becoming disqualified, will take no further part in the affairs of the charity whilst such disqualification lasts.

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_\_

(This information is required for the completion of the Charity Commission's annual return).

\* The Charity Act 1993 lists disqualifications as:

- an unspent conviction for an offence involving dishonesty or deception
- an undischarged bankruptcy
- an undischarged composition or arrangement with creditors
- having been removed from the office of charity trustee by the Charity Commission or High Court
- being subject to a disqualification order under the Company Directors' Disqualification Act 1986.