



Checklist for whom to inform/what to change

- Inform the organisation's professional advisors:
 - Accountants
 - Auditors
 - Solicitors
 - Bank manager
 - Insurance provider
 - Other
- Update the bank mandate if the trustee is to be a signatory
- Transfer any property into the name of the new and existing trustees
- Inform the Charity Commission on the Trustee Detail Update form
- Inform Companies House, if the charity is a charitable company
- Inform the organisation's stakeholders:
 - Staff
 - Volunteers
 - Users
 - Funders
 - Supporters
 - Partners
 - Other
- Add the trustee's name to relevant publicity material:
 - Website
 - Newsletter
 - Brochure
 - Organisation's address book
 - Mailing list
 - Letterhead
 - Other



Further resources

Companies House www.companieshouse.gov.uk

Criminal Records Bureau www.disclosure.gov.uk

CC30 *Recruitment, selection and appointment of charity trustees* Charity Commission (Forthcoming)

AskNCVO www.ncvo-vol.org.uk/askncvo/ is an extensive online resource for the UK voluntary and community sector. You can quickly find these resources if you type their title into the search box on the website: trustee recruitment dos and don'ts; trustee eligibility and disqualification.

