

# Trustee Recruitment Toolkit



## *Induction pack checklist – select those relevant to your organisation*

<b>Key documents</b>	<b>Must include</b>
Governing document	✓
Latest report and accounts	✓
Minutes of recent board meetings	✓
Copy of the Charity Commission's Responsibilities of Charity Trustees	✓
Good Governance: a Code for the Voluntary and Community Sector	✓
<b>Other documents/information</b>	<b>Include</b>
Key policies, e.g. code of conduct, conflict of interest, financial controls and human resources	
History of the organisation	
Organisational structure	
CEO job description	
Statement of ethos and values	
Business, strategic or work plans	
Newsletters, publicity material	
Board and committee structures	
Dates and agendas of forthcoming board meetings	
Names and contact details of other board members	
Others	

