



National Long Term Survivors Group New Trustees Policy

Issue: 1 Date: 3/11/2010

A. Purpose of the Procedure

1. To identify the process that we will adopt when a new Trustee joins the Board of NLTSG.

B. Principles

1. The Board of Trustees of NLTSG recognise that new Trustees will need training and support to become effective in their new role.
2. When a new Trustee joins the board we will need to notify various other parties.

C. Before election

1. The Chair or deputy shall discuss the role of a trustee of NLTSG with any prospective Trustees and in particular their legal and financial responsibilities.
2. The Chair or deputy shall ask the prospective trustee to declare any conflicts of interest or loyalty in line with NLTSG's conflicts of interest policy.
3. The Chair or deputy shall ask the prospective trustee to complete the Charity Commission form CSD-1382 to declare their eligibility to serve as a charity trustee. The completed form will be held by The Secretary.

D. Trustee induction

1. The Chair or deputy shall explain to the new Trustee how the board operates and their main duties.
2. The Secretary shall provide to the new trustee copies of the following documents (paper or electronic):
 - Latest issues of all NLTSG policies
 - Minutes of recent Board meetings
 - Charity Commission documents The Essential Trustee: What you need to know (CC3) and Hallmarks of an effective Charity (CC60)
3. The Chair is responsible to ensure that the new Trustee fully understands all of the information provided and is happy with the policies and procedures that we use. If necessary, the Chair or deputy will work with the new trustee to formulate a training plan.
4. The Chair shall ask the new Trustee to complete a Trustee Agreement.



5. The Treasurer shall brief the new Trustee on the finances of the charity and how they are reported at Board meetings.

E. Other issues

1. The Secretary shall inform the Charity Commission of the details for the new Trustee
2. The Secretary shall add the new Trustee's contact details to the Trustees Contact sheet.
3. The Treasurer in conjunction with the other Trustees shall consider whether the New Trustee needs to be added as a signatory for the bank account.
4. The new Trustee will be announced to the membership in the next NLTSG newsletter after election.
5. Outgoing Trustees will be offered the chance to feed back to the Board their reasons for standing down.