

TRUSTEE INDUCTION CHECKLIST

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|---|--------------------|----------------------------------|
| Name: | Start Date: | Which Committee to serve: |
| Location: The Grove, Chester le Street | Date of induction: | Time of induction: |

| Theme | Focus | Action | With/BY Whom | Date |
|--------------------|---|---|--------------|------|
| Welcome | <ul style="list-style-type: none"> • Introduction to the board | <ul style="list-style-type: none"> ➢ Introduction on mission and values of the organisation ➢ Brief history and background of association | CHAIR | |
| Governance | <ul style="list-style-type: none"> • Explanation of: | <ul style="list-style-type: none"> ➢ Board and Trustee structure inc. role, responsibility & liabilities of a Charity Trustee ➢ DAMHA's ethics, values, and philosophy | CHAIR & CEO | |
| | <ul style="list-style-type: none"> • Explanation of Terminology, jargon and glossary of association specific terms | | | |
| Relationships | <ul style="list-style-type: none"> • Discussion / explanation of: | <ul style="list-style-type: none"> ➢ Contribution required as an effective Trustee ➢ Outline of appraisal / performance review process ➢ Training needs analysis | CHAIR | |
| | <ul style="list-style-type: none"> • Introductions to any trustees who were not met during the recruitment process as well as to senior management and staff; • Tour of Head Office building • Explanation and invitation to next Resident Representative forum • Explanation and invitation to joint annual Board and Staff site visit | | CHAIR & CEO | |
| Strategic Planning | <ul style="list-style-type: none"> • Key documents to be issued to all new trustees to include: | <ul style="list-style-type: none"> ➢ DAMHA's latest Governance Framework and Governance Improvement Plan ➢ the guidance The essential trustee: what you need to know (CC3), and The hallmarks of an effective charity (CC10) ➢ Copy of DAMHA's 5-year Corporate Plan and latest Annual Financial Plan ➢ Copy of current organogram ➢ The National Occupational Standards for Trustees and Management Committee members. These Standards have been designed to provide advice and to describe best practice on the role of a trustee. | | |

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|--------------------|--|--|---|---------------------|------|
| Governance | • Provide copies of Trustee policies & procedures: | ➤ Expenses ➤ Code of conduct ➤ Whistle blowing ➤ GDPR | ➤ Conflict of Interest ➤ Risk policy ➤ Confidentiality of Information | CEO | |
| Governance | • Provide copies of relevant meeting notes: | ➤ Schedule of dates of board meetings ➤ Copy of Members’ Handbook ➤ Copy of minutes of last two Board meetings | | CEO | |
| Finance | • Key documents and discussions: | ➤ Copy of annual report and accounts and forecasts ➤ Copy of most recent budget report ➤ DAMHA’s latest annual report and accounts ➤ Explanation of how to interpret budgets and accounts | | Finance Director | |
| Housing Management | • Key documents to be issued: | ➤ Copy of Asset Management strategy ➤ Copy of latest resident satisfaction survey ➤ Visit to nearby properties owned by the Association | | Operations Director | |
| | • Explanation / Discussion | ➤ DAMHA’s housing stock ➤ Asset Management strategy | | | |
| Miscellaneous | • Other useful information: | ➤ Recent copy of DAMHA’s newsletter – The Banner ➤ Recent copy of staff newsletter – The Banter ➤ Job description | | CEO | |

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|------------------------|--|-------------|--|
| Chair | | Date | |
| Chief Executive | | Date | |
| Trustee | | Date | |

Once complete please sign and return to the HR Manager for storage.