

SHARED PRACTICE GUIDE 007 - INDUCTION OF NEW TRUSTEES

Rev 01

Introduction

Shared practice guides (SPG) are a vehicle to share knowledge between the U3As in the London area. They are created by collating knowledge and experiences from those U3As. They are only a guide – what worked for one U3A might not work for your U3A. If in your experience something is wrong or you disagree with something, please write in to allow an update to be created and published. It's hoped these Guides will grow over time with more shared experiences.

Scope

This particular SPG addresses the aspect of how best to integrate a new Trustee (Executive Committee members) into a U3A. This SPG will detail activities required to ensure they fully understand their responsibilities as a Trustee. This SPG does not cover induction into a specific Executive Committee role.

Background

While U3As find it difficult to recruit volunteers onto their Executive Committee and hence often the task is made to sound appealing. But there are legal responsibilities that go with the role of being a Trustee. For the avoidance of doubt – all Executive Committee members whether they are an Officer (Chair, Vice-chair, Secretary, Treasurer) or a Non-Officer, all are Trustees.

Learnings

There are many ways that the requirements of Trustee induction can be implemented. Some U3As use a face to face method, some tend to rely in email communication. Whichever is used the key is to make sure it is done – and thoroughly. Appendix 1 offers a sample 'Check List' which can be used for each new Trustee.

Appendix 2 shows an example of a welcome email (which carries reference to all other documents that need to be reviewed by the new Trustee).

Appendix 3 gives some other ideas utilised by some U3As.

Reference Material

There is quite a lot available on this subject on The Third Age Trust's national website (under 'Advice'). You can find this at: <https://www.u3a.org.uk/advice/running-your-u3a>

On this webpage there are two key documents:

- Trustee Induction, U3A-KMS-DOC-052
- Trustee Responsibilities, U3A-KMS-DOC-031

Both of these then have links to a number of other helpful documents.

A summary training video is available here:

<https://www.youtube.com/watch?v=Wj9f4nBk6XY&feature=youtu.be>

A good summary for use in an induction process can be found here:
<https://u3asites.org.uk/files/l/london-region/docs/20.01delegatesmeetingjan2020trusteeinduction.pdf>

Another useful summary image can be seen [here](#)

Contact Point

Currently there is no one who has offered to be a central contact point for any further explanation of the material in this Guide. In the meantime queries can be sent to:

Webmaster.londonregionu3a@gmail.com

APPENDIX 1 – INDUCTION CHECKLIST**##### U3A – INDUCTION PROCESS - CHECKLIST**

Status added for #####:

ACTIVITY	WHO	WHERE STORED	WHEN	STATUS
Send welcome email (Appendix 2)	Secretary	??	As soon as elected	
Declaration of Eligibility	Secretary	DropBox/ ??	As soon as elected	
General Data Protection Regulation (GDPR) consent form	Secretary	DropBox/ ??	As soon as elected	
Send them relevant Job Description	Chair	Dropbox/ Job Desc.	By end of Month 1	
Alter DropBox permissions	Webmaster		By end of Month 1	
Submit details of trustee to the Charity Commissioners	Secretary		By end of Month 1	
Update 'Contacts' webpage	Webmaster		By end of Month 1	
Update gmail alias accounts	Webmaster		By end of Month 1	
Send them list of Policies & Procedures	Secretary	??	As soon as elected	

The link to The Third Age Trust's 'Advice' on trustee induction is here: <https://www.u3a.org.uk/advice/trusteeship>
 From there one can access a PowerPoint on trustee responsibilities.

APPENDIX 2 – SAMPLE WELCOME TRUSTEE COMMUNICATION

Dear xxxx

Following the AGM I am writing to you in your capacity as a newly elected Trustee of ##### U3A. As part of the induction process for a new Trustee I attached some essential documentation on your role as Trustee.

-A two page summary of the role of a Trustee produced by the Third Age Trust

-A more in-depth description of the role of Trustee also produced by the Third Age Trust which examines in more detail the role of a Trustee of an U3A.

There is a national U3A website which provides advice on various topics and which members can access as they wish. The link is <https://www.u3a.org.uk/> On the same website you can sign up for the Newsletter from the Third Age Trust Chief Executive, Sam Maugar, which is a useful way of keeping abreast of U3A news and developments.

As you know as a charity ##### U3A is monitored by the Charity Commissioners whose web site is below. They issue quarterly briefings which you can sign up to receive. They also have a telephone service for queries. For ease of reference our charity number is #####. <https://www.gov.uk/government/organisations/charity-commission>

Details of all trustees must be submitted to the Charity Commissioners. I will upload your details onto their site. To do this will you therefore please let me have your full legal name, residential address, date of birth and contact email.

The ##### U3A constitution is available on our website. As we seek to be both efficient and aware of environmental concerns the Executive Committee endeavours to use as little paper as possible. Consequently, our records of formal meetings, procedures, policy papers and related items are maintained on a central electronic storage system, Dropbox.

All trustees are required to sign a Declaration of Eligibility, which we do annually, and as a new Trustee you will be asked to sign a General Data Protection Regulation (GDPR) consent form. I will be bringing both to our next Executive Committee meeting for signature.

If there is any else that you would like clarified please let me know.

Welcome to the ##### U3A Executive Committee.

####, Secretary.

ATTACHMENTS:

1. Trustee Role TAT (jigsaw)
2. Trustee Induction 2019 PowerPoint
3. Constitution
4. List of Policies and Procedures

APPENDIX 3 – OTHER IDEAS

The following are some other ideas to consider:

- Issue a hard copy 'Trustee Induction Pack'
- Issue a list of Policies & Procedures
- For succession Job/Role Descriptions should be available and mutually reviewed
- More detailed Handover Notes should be available, & developed through time
- Consider 'Circles of Service' to support Trustees, possibly ex EC members to carry on supporting new members