

**1. Introduction**

- 1.1. Each trustee brings a wealth of skills and experience, and each will have different needs to fully acquaint themselves with their role and responsibilities as a trustee and director of the Trust.
- 1.2. Set out below are the key sources of information and support we provide to help trustees understand the organisation, their role and their responsibilities. We also give some guidance on how further learning and development can take place.

**2. Information**

- 2.1. Our Governance Manual provides a comprehensive set of documents describing the role of the Board, the role of a trustee, organisation chart, trustee biographies, etc, and a hard copy is supplied to new trustees.
- 2.2. In addition, new trustees will be provided with:
- a) Board and committees' meeting schedules
  - b) A copy of our latest strategic plan
  - c) The most recent set of management accounts
  - d) Minutes of the last year of board meetings
  - e) A copy of our latest statutory accounts
  - f) Our governing document – our Memorandum and Articles of Association
  - g) Access to our key policies and position statements
  - h) A copy of the Charity Commission's *The Essential Trustee and Hallmarks of an Effective Charity*
  - i) A copy of the National Council for Voluntary Organisation's (NCVO) *Good Trustee Guide*

**INITIAL SUPPORT**

**3. Meeting with the Chair of the Board Affairs Committee (BAC)**

- 3.1. The Chair of the BAC will meet with each newly appointed trustee. This will provide an opportunity to answer any questions and clarify any of the written information supplied.

#### **4. Board Buddy**

- 4.1. One of the existing trustees will be asked to act as 'Board Buddy' for a new trustee to offer support during the first six to twelve months. The idea is to provide informal support by someone the trustee can ask questions of/talk things over with/go to for further background on issues as they come up and on a low key/informal basis.

#### **5. An induction programme with executive staff**

- 5.1. We will arrange a 1-2 day induction programme at Grantham involving a range of staff and key members of the executive team. This will help the trustee understand what the Trust does, how it is organised, how decisions are made and give trustees an opportunity to learn more about areas of particular interest to them. We will also take new trustees to see a local wood to demonstrate our woodland creation activity.
- 5.2. A discussion to identify any areas where a trustee's interests, experience and expertise may be particularly valuable to the Trust will take place, together with an introduction to the relevant people in the Trust.

#### **6. Visits to Trust properties and local events**

- 6.1. We will arrange for each new trustee to visit a Woodland Trust site with one of our woodland officers at a location convenient to the trustee. We would be delighted to include family members if they wish, and will aim to keep the trustee informed of local events and welcome and encourage their attendance at key ones.

#### **7. Training and development**

- 7.1. We wish to invest in the training, support and development of our trustees, both individually and collectively, in order to increase the contribution that individual trustees and the Board can make to our Governance and achievements. The range of opportunities includes 'Off the shelf' courses from organisations such as NCVO, tailored courses on specific topics, board briefings and visits to other charities.
- 7.2. Accessing training: Trustees should inform the Chair during their one-to-one meeting or the Chair of the Board Affairs Committee or their Board Buddy if there is a particular area they feel they require training on. Periodically, the assistant to the company secretary will bring current training opportunities and circulate relevant articles to all trustees' attention.
- 7.3. Tailored event: The intention is to deliver a training session for the Board on an annual basis. This session will be tailored to the trustees' specific needs and will focus on current charity affairs.

## 8. **Review**

- 8.1. In order to help us all develop we encourage regular feedback on what works well and what could be improved or done differently. Feedback can be provided at all times and in whatever format seems appropriate. When this is outside of meetings, the most obvious people trustees should provide feedback to are the Chair, the Chair of the Board Affairs Committee, the CEO, the relevant department director or their Board Buddy.
- 8.2. At each trustee's annual review meeting with the Chair of the Trust there will be the opportunity to review their contribution to the Trust's governance, development and success. The template for this review is included in the Governance Manual.