



Hale Community Centre

Trustee Paperwork Check List

Papers all of you should have. Please tick if you do and return.

Thanks. Norma

DOCUMENTS TO SHARE	YES (tick where you have them)
Charity Commission Welcome Pack (PDF)	
Up-to-date Business Plan	
Organisational Structure Diagram	
Latest End of Year Report & Accounts	
Articles	
Centre Manager JD - Revised Jan 2017 Ver 2-2	
Trustee Profiles/Role Descriptions: <ul style="list-style-type: none"> • Chair of the Trustees • Secretary to the Board • Honorary Treasurer • Trustee 	
Trustee contact details	
Risk Assessment	
Centre Policies – copies of the latest Policies are filed in the Trustee Shared Area	
For signing	
Code of Conduct & Role of Trustees	
Conflict of Interest Policy & Form	
Trustee Declaration	

Name: