



## Trustee Paperwork Check List

To ensure we have a healthy, well-run trustee board, we need to ensure our Trustees have access to the relevant governance documents and that we have signed copies of three documents on file – **Code of Conduct & Role of Trustees**, **Conflict of Interest Policy**, and **Trustee Declaration**. Documents are available to download from your Trustee Document Area via the Private Area option on the Website. **Folder 1 - Trustee Paperwork**.

Please check below to ensure you have all the information, print the three documents that require your signature – **Code of Conduct & Role of Trustees**, **Conflict of Interest Form** and **Trustee Declaration** and bring the signed copies along to the Trustee Meeting on the 17<sup>th</sup> of May.

Thank you.

| <b>DOCUMENTS TO SHARE</b>  | <b>YES</b><br><i>(tick where you have them)</i> |
|--|---|
| 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 - Chair of the Trustees; Secretary to the Board; Honorary Treasurer and Trustee |   |
| Trustee contact details  |   |
| Risk Assessment  |   |
| <b>The Centre's Policies are available to download in the Trustee Document Area</b>                                |   |
| <b>For signing</b>   |   |
| Code of Conduct & Role of Trustees   |   |
| Conflict of Interest Policy & Form   |   |
| Trustee Declaration  |   |