



West Hatch Village Hall

West Hatch Village Hall, Registered Charity Number: 282641

Induction Policy and Procedure for New Trustees

Purpose and Scope

This policy outlines the process for welcoming and supporting new members joining the West Hatch Village Hall Committee. It aims to ensure all members understand their roles, responsibilities, and how the Committee operates. This policy applies to all newly appointed or elected members and also those who volunteer to support the Committee to achieve its aims and objectives.

Induction Objectives

- To provide a clear understanding of the Committee's purpose and structure
- To outline roles, responsibilities, and expectations
- To familiarise new members with policies, procedures, and key documents
- To support effective participation and contribution from the outset

Induction Procedure for Trustees

Welcome and Appointment Confirmation

- New Trustees will receive a formal welcome from the Chair or Secretary
- Each new Trustee will be appointed an existing Committee member to support them through the induction process

Induction Pack

New Trustees will be given an induction pack including:

- Governing document
- All policies
- Recent meeting minutes (last 2–3 meetings)
- Committee roles and contact list

Initial Briefing

- The Chair (or delegated member) will arrange an informal meeting to:
 - Give a clear explanation of the member's role and expectations
 - Explain how the committee operates

- Explain the duties and legal responsibilities of a Trustee (to include registration as a Trustee and establishing a Charity Commission Account)
- Discuss ongoing work and key issues
- Answer any questions

Practical Arrangements

- The Secretary (or delegated member) will discuss:
 - Meeting schedule and format
 - Access to documents, email groups, and communication channels
 - Introduction to other committee members

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Prepared by:

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