

Title	Induction of New Trustees Procedure
Version	1
Approval authority	Board
Date 1 st approved	19 07 2021
Review due date	25 07 2024
Commissioned by	Sarah Lister, Chair
Authored by	Jim Cokill, Trust Director

Induction of New Trustees

New Trustees will be invited to meet with key staff members of Durham Wildlife Trust to understand in more detail the work of the Trust, including but not limited to, the Director, Head of Operations and Development and Head of Conservation. New Trustees will be taken through the Business Plan in detail as well as the key projects and the work on the reserves. New Trustees will also be invited to visit one or more of the Trusts reserves to see the work of the staff and vounteers.

New Trustees will be required to meet with the Chair during the first 3 months to discuss in more detail their skills and areas of expertise. This will ensure that the Trust will be able to utilise the Trustee to their best potential and new Trustees can express an interest in subjects for future working groups.

New Trustees will be required to understand DWT's Memorandum and Articles of Association, as well as the Governance Handbook and relevent trust policies and procedures and will be required to sign to say that they have read these and will abide by the code of conduct.

New Trustees will also be required to attend an induction meeting at the Royal Society of Wildlife Trusts. These meetings are held several times a year and provide new trrustees with information on the wider Wildlife Trust movement and the role of RSWT.