



## QUEEN ALEXANDRA'S ROYAL ARMY NURSING CORPS ASSOCIATION

Charitable Incorporated Organisation 1163821

### QARANC Association Board of Trustees Induction Plan: 2019/2020

TRUSTEE INDUCTION ACTION PLAN	COMMENT
<p>NCVO on-line training: as a minimum all Trustees must undertake the following training:</p> <ul style="list-style-type: none"> <li>○ Trustees Roles &amp; Responsibilities</li> <li>○ Foundations of Good Governance</li> <li>○ Safeguarding (<a href="http://www.knowhow.ncvo.org/organisation/operations/safeguarding">www.knowhow.ncvo.org/organisation/operations/safeguarding</a>)</li> </ul>	<ul style="list-style-type: none"> <li>● Association office to provide link to on-line NCVO training.</li> <li>● Newly appointed Trustees to complete required on-line training within 6 months of appointment.</li> <li>● There is an expectation that all existing Trustees, regardless of status as ex officio, appointed or nominated, will provide evidence of undertaking relevant NCVO on-line training.</li> </ul>
<p>Board of Trustee (BoT) meetings</p>	<ul style="list-style-type: none"> <li>● Trustees must ensure they have knowledge of the work of the QARANC Association in order to be able to contribute effectively to BoT meetings</li> </ul>
<p>Sub-Committee meetings:</p> <ul style="list-style-type: none"> <li>○ Benevolence and Grants</li> <li>○ Finance</li> <li>○ Governance</li> <li>○ Heritage and Chattels</li> <li>○ Membership</li> <li>○ Media and Communications</li> </ul>	<ul style="list-style-type: none"> <li>● Newly appointed Trustees must attend within the first 12 months of appointment one of each of the sub-committee meetings as an observer to inform their contribution to the BoT, their understanding of the work of the Association, risks, current and future projects.</li> </ul>
<p>Meeting with the Chair of the Board of Trustees</p>	<ul style="list-style-type: none"> <li>● To occur within 6 months of appointment to review their performance, undertake a skills audit, set personal objectives and agree sub-committee membership.</li> </ul>

TRUSTEE INDUCTION ACTION PLAN	COMMENT
Mentorship	<ul style="list-style-type: none"> <li>• To have support from an experienced Trustee – discuss with the Chair of the Board of Trustees.</li> </ul>
<p>Induction Pack Resources:</p> <p>Documents will be provided to newly appointed Trustees via the internet link provided or the QARANC Association website or by email.</p>	<ul style="list-style-type: none"> <li>• Association Handbook (with Trustee Agreement; Code of Conduct and self-assessment proforma to be completed, signed and submitted) <a href="http://handbook.britisharmynurses.com/">http://handbook.britisharmynurses.com/</a></li> <li>• Trustee Skills Audit form (available from the General Secretary)</li> <li>• Budget and Business Plan (available from the General Secretary or Treasurer)</li> <li>• Board vision statement and 5-year strategy</li> <li>• Risk Register (available from the General Secretary)</li> <li>• COBSEO Governance Aide-Memoire: <a href="https://www.cobseo.org.uk/governance/self-reporting/">https://www.cobseo.org.uk/governance/self-reporting/</a></li> <li>• Annual Governance Statement Includes sub-committee structure and membership) - <i>available wef June 2020.</i></li> <li>• Minutes of recent BoT and sub-committee meetings (available from the General Secretary)</li> <li>• <u>Charity Commission and NCVO Guidance for Trustees:</u> <ul style="list-style-type: none"> <li>○ Charity Governance Code for Smaller Charities: <a href="https://www.charitygovernancecode.org">https://www.charitygovernancecode.org</a></li> <li>○ Charity Commission Constitution of a CIO;</li> <li>○ Charity Commission - The Essential Trustee: this will be sent to you by the Charity Commission once you have been registered with them as a Trustee;</li> <li>○ NCVO Good Trustee Guide – Summary: <a href="https://knowhow.ncvo.org.uk/images/good-trustee-guide-summary">https://knowhow.ncvo.org.uk/images/good-trustee-guide-summary</a></li> <li>○ Safeguarding: <a href="http://www.knowhow.ncvo.org/organisation/operations/safeguarding">www.knowhow.ncvo.org/organisation/operations/safeguarding</a></li> </ul> </li> <li>• Board and Sub-Committee meeting dates (available from the General Secretary).</li> </ul>