This checklist is designed to ensure that all new county trustees are given a good induction to their role, the county and to the county executive. The county commissioner will go through this checklist with you and discuss it so if anything is unclear please let her know. There may be elements of the checklist that don’t apply to your county and if this is the case the commissioner will let you know.

# **Girlguiding**

[ ]  I know about Girlguiding’s vision, mission and values

[ ]  I have read the policies of Girlguiding and am aware of my responsibilities within them

[ ]  I am aware of the volunteer code of conduct and agree to abide by it

[ ]  I have an up-to-date copy of ‘*A Safe Space’*, and have read and understood it

[ ]  I have completed the Girlguiding data protection training

[ ]  I understand the structure of Girlguiding and where I and the county fit into it

[ ]  I know where to find the governing document of Girlguiding, and have read it

# **County**

[ ]  I have read, understood and signed the trustee introduction and declaration

[ ]  I have completed a trustee skills audit and discussed this with the county commissioner

[ ]  I have completed a declaration of interest and will update this should there be any changes

[ ]  I have received a copy of the county constitution, and have read and understood it

[ ]  I have received a copy of the terms of reference and scheme of delegated authority for all committees / teams (if appropriate) \*

[ ]  I know what the priorities for development in the county are and have read the county plan(s)

[ ]  I have received the latest accounts incorporating the annual report, and have read and understood these

[ ]  I know which meetings I need to attend and when and where/how they are held

[ ]  I know the length of term for my role and, where applicable, the process for reappointment

[ ]  I have been introduced to other lead volunteers (who are not trustees)

[ ]  I understand the executive’s responsibilities as an employer (if applicable) \*

[ ]  I have received a copy of the county risk log, and have read and understood it

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# **Support**

[ ]  I know the structure of guiding in the county, who I can go to for support and how to find their contact details

[ ]  I have met other members of the executive committee and know how to contact them

[ ]  I know where to find further support for my role

[ ]  I have read the guide produced by the Office of the Scottish Charity Regulator (OSCR) – ‘*Guidance and good practice for Charity Trustees’* – and know about the range of support available from OSCR

[ ]  I know how to claim expenses incurred as part of my role as trustee and have a copy of the appropriate claim form