When a new trustee joins the county executive it is crucial that they receive a good induction. This ensures that they understand their new role, the work of the executive and the wider county, so that they can become an effective member of the executive. The checklist is intended to cover all of the requirements for county trustees, however there may be some aspects that do not apply to all counties (these have been marked on the checklist with an \*).

There are several documents referenced in the checklist that trustees should be given a copy of. They are:

**Girlguiding**

* ‘A Safe Space’
* [‘Keeping Information Safe’](http://chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https%3A/www.girlguiding.org.uk/globalassets/docs-and-resources/membership-administration/gdpr/keeping-infomation-safe.pdf)
* [The Royal Charter (governing document of Girlguiding)](https://www.girlguiding.org.uk/globalassets/docs-and-resources/quality-and-compliance/royal-charter.pdf)

**County**

* The county constitution
* Terms of reference and scheme of delegated authority for all committees / teams (if appropriate)
* County plan(s)
* The latest accounts incorporating the annual report

**Support**

* Office of the Scottish Charity Regulator (OSCR) – [‘Being a Charity in Scotland’](https://www.oscr.org.uk/guidance-and-forms/being-a-charity-in-scotland)
* Expense claim form

All of these documents are available on the Girlguiding Scotland website in ‘Resources for county executives’. Trustees should be given or sent copies of these, ideally, ahead of their induction so that they can be discussed. It’s important to ensure that new trustees understand these documents and how they impact the work of the county executive.

There are also several documents that need to be completed as part of the induction or prior to it:

* Trustee introduction and declaration
* Declaration of interest
* Trustee skills audit

Again, it’s important to discuss these documents to ensure understanding, and that they are completed and signed as required.

Some sections of the checklist refer to meeting other trustees and volunteers, and any paid staff. This should be arranged as early as possible, but doesn’t need to be done all at once.

You may also choose to complete the checklist over a couple of sessions so as to not bombard new trustees with information. This also allows further time for reflection, questions, and discussions. It’s also important to encourage new trustees to ask questions including after their induction.

All of the Girlguiding Scotland documents can be found here: [www.girlguidingscotland.org.uk/for-volunteers/resources-county-executives](http://www.girlguidingscotland.org.uk/for-volunteers/resources-county-executives)

You can get more information and help with inducting and supporting trustees by contacting governance@girlguiding-scot.org.uk.