C4 Trustee Induction Pack

1. To be completed/signed by the Trustee and returned:
   - Trustee Declaration Form
   - Register of Members Form
   - Contact Details form (including out of hours contact number)
   - Conflict of Interest and Self-Declaration for BTOG Officers

2. BTOG Charity Governing Document and Present Board Details

3. Trustee Terms of Reference

4. BTOG Policy Documents

5. Minutes of the last two Trustee Meetings

6. Latest BTOG documents:
   - Annual Report; Annual Return and Accounts; Position Statement

7. Charity Commission Guidance:
   - The Essential Trustee; The Hallmarks of an Effective Charity (withdrawn February 2019 – now use Charity Governance Code); Internal Financial Controls for Charities