

May 2020

## AA Trustee Induction Process

Should you be elected as a Trustee of the Association, can we offer our congratulations. We all look forward to working with you to help shape and develop our organisation.

On the understanding that you will have read the Charity Committee Guidance relating to becoming a trustee, a copy of which is published on the AA website on the Trustee page, we would like to explain how we hope to bring you up to speed with all that is happening at the Association, by way of an induction process.

This will hopefully allow you to ask any questions you may have regarding your role as a Trustee.

## The Induction Process Steps

- Upon being elected the CEO (or nominee) will be in contact, to confirm your appointment and to agree a date for you to visit (or via a virtual conference if CV19 restrictions still exist) the AA HQ.
- This visit is normally arranged to take place ahead of the November Trustees meeting.
- The visit will be informal, consist of 3 stages namely -
  - Stage 1 – Meet and greet the staff.
  - Stage 2 – Trustee guidance session.
  - Stage 3 – Briefing from with the CEO and senior team members.
- The induction process will take approximately 4-5 hours; lunch at the AA HQ will be provided.
- Stage 1 - The CEO (or nominee) will meet you, take you on a tour of the HQ building and introduce you to all the HQ staff. During the day we will arrange for you to spend a few minutes with each staff member so they can explain their role

within the organisation.

- Stage 2 - We will arrange for a short, 90-minute Trustee guidance session to be delivered to you via an external provider. This session is aimed at providing an overview of your role and responsibilities as a Trustee, including the legal ones.
- Stage 3 - The CEO (or nominee) and key staff members will then give you a presentation on current AA activity along with a small pack of supporting information.
  - The update will include a financial overview plus an operational briefing. You will be given a copy of the July/August board agenda and supporting papers, the CEO will outline the key actions that resulted from that meeting and will briefing information regarding the key topics of the day.
  - An explanation of the current activity with the myriad of AA partner's and the work of the OHRG/APPGHG will be given.
  - You will be provided with various forms to signs as you will become a director of the Association; we must notify Companies House of this and you will also be asked to complete a "declaration of interests" form, both are statutory requirements.
  - You will be provided with a list of meeting dates (Trustee, Committees and Key AA events); we will explain how AA trustee meetings are arranged and how they take place.

In addition to the Induction day the Association will, during your tenure as a Trustee, endeavour to provide additional briefing and training to help you fulfil your role as a trustee. Recent examples include Staff and Trustees undertaking both Media & Press training in addition to Social Media training. Please do not hesitate to suggest any other areas you feel would deliver benefit to the Association.

Finally, becoming a Trustee is no small commitment we would like to thank you for volunteering to help shape and develop this wonderful organisation.

Stewart Wardrop  
CEO



Arboricultural  
ASSOCIATION

[trees.org.uk](http://trees.org.uk)