**Name of Organisation
Trustee/Board/Director/Committee Handbook**

1   Introduction to Organisation

History
A brief history and/or background to the organisation.

Vision
The organisation's "vision" if it has one.

Mission
The organisation's "mission statement" if it has one.

Values
The organisation's values can be included in this section.

2   Governance

Explain the type of organisation eg

- Scottish Charitable Incorporated Organisation (SCIO)
- Community Interest Company (CIC)
- Company Limited by Guarantee
- Trust
- Voluntary or Unincorporated Association etc

Explain which regulator(s), if any, the organisation is registered with and quote the registration number(s) with eg

- Office of the Scottish Charity Regulator (OSCR)
- Care Inspectorate
- Companies house etc

<u>Governing Document</u>
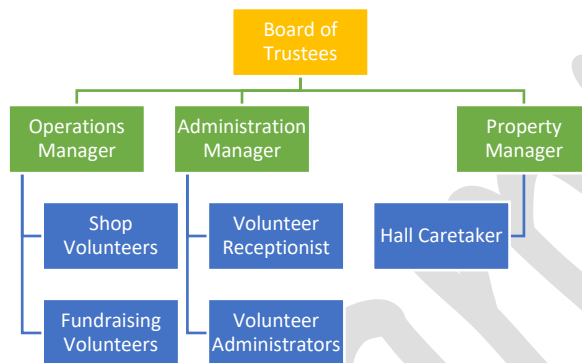Reference the organisation's governing document eg constitution, rules.

<u>Scottish Governance Code</u>
Brief outline of the code and its relevance to the organisation.

3   Organisational Staff and Volunteers

Insert an organisational chart, if appropriate for the organisation.   An organisational chart is particularly helpful where the organisation has both paid staff and volunteers. This section should include where the governing body (eg board) and volunteers fit within the organisation.

Example – organisation with staff

Example – organisation with no staff
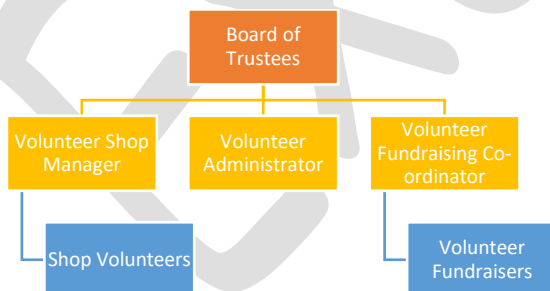
4   The Board

The role and responsibilities of the board and trustees is running the organisation.

This will depend on what your governing document allows for.

Explanation of how trustees are recruited and the difference between different types of trustee eg elected, co-opted, appointed.

Information on support available to trustees eg training, one-to-one meetings with office bearers etc

Information regarding skills audits, how often they are undertaken and how they are used to help recruit the right trustees.

Information regarding insurance for trustees.

Trustees do not work alone; they have a collective responsibility to make decisions for the benefit of the organisation.

5   Office Bearers

Brief explanation on the roles of the office bearers.

Information on how office bearers are elected and terms of office.

6   Code of Conduct

Information on trustees code of conduct.   This should include information around confidentiality and data protection.

example

Trustees of the organisation have a duty

- To act in the best interests of the organisation, its beneficiaries and in line with the responsibilities of their position.
- Avoid bring the organisation into disrepute.
- Understand and be familiar with the organisation's governing document.
- Have a good knowledge of the organisation.
- Declare any possible conflict of interest on becoming a trustee.
- Maintain confidentiality and adhere to the principles of data protection.
- Maintain and understand the organisation's equality and diversity policies.
- Be prepared for meetings.
- Take an active part in discussions at meeting.
- Act collectively and accept a majority decision.

7   Register of Interests

Often it is required that board members record any relevant interests in a "register of interests".   This records where a conflict of interest may arise.   The register should be updated on a regular basis.

https://scvo.scot/support/running-your-organisation/governance/guidance-and-templates/conflicts-of-interest

## 8	Meetings

Explanation of the format of general meetings including where, when, how often.

Include how and when papers distributed prior to meetings. Explain how members can ask for clarification on points within reports prior to meetings.

Explain how the agenda is set and how trustees can request additional agenda items. Information on how "any other business" is dealt with.

The method of how trustees should tender their apologies when unable to attend meetings.

Information around confidentiality and what information from meetings is/can be made public or discussed outside of the meeting.

Information on the organisation's AGM as per your governing document.

Terms of reference and methods of appointing members to any sub-committee could be inserted.   Sub-committees could include

- Audit
- Fundraising
- Property etc

## 9	Expenses

Information regarding what expenses trustees can claim and the method of claiming them.   This section should reflect the organisation's expenses policy.

## 10	Policies

Brief overview of each policy in your organisation. Explanation of the process for Board approval for each policy.   .

Examples of policies:

- Health and safety
- Equality and diversity
- Recruitment
- GDPR
- Volunteering
- Confidentiality

- Whistle blowing
- Safeguarding
- Risk (and copy of risk register)

This list is not exhaustive, there are many other policies which organisations may have – each organisation is different.

11   Calendar of Events

Annual calendar of events which could include dates of board meetings, sub-committee meetings, trustee training, AGM, strategy days etc.

12   Contact List   remember to ensure that you have the consent of volunteers to share their contact details.   Where possible trustees and staff should have organisational email addresses.

List of board members
List of staff (may not be a complete list, may only be head of departments)
List of relevant contacts eg OSCR, SCVO, Volunteer Scotland, TSDG

Suggested Appendices or links to where the documents can be found on the organisation's website or intranet

(a) Governing document
(b) Skills audit form
(c) Role descriptions – trustee, office bearers
(d) Trustee code of conduct
(e) Declaration of interest form
(f) Expenses claim form
(g) Policies
(h) Annual accounts (latest submission)
(i) Annual report (latest edition)
(j) Business plan (current)
(k) Annual budget (plus current projections)
(l) Contact list (if not included within handbook)

Useful links to help with creating a handbook

https://www.oscr.org.uk/guidance-and-forms/an-easy-read-guide-to-being-a-charity-trustee/

https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/

https://www.oscr.org.uk/guidance-and-forms/trustee-information-and-guidance-pack/

[Jargon buster – SCVO](#)

[Scottish Governance Code & check-up – SCVO](#)

[Roles & responsibilities – SCVO](#)

[Recruitment & induction – SCVO](#)

[Meetings – SCVO](#)