

Good Governance Campaign: Basic standards for organisation seeking new trustees

The purpose of this campaign is to support VCOs to strengthen their governance arrangements. To this end we expect all existing trustees and potential trustees to have access to a range of information that will inform them about the work of the organisation they are involved with or thinking of supporting. If your organisation does not have this information and/or you feel you need help to develop a better understanding of governance we are here to help.

We will also be campaigning to raise the profile of trusteeship and aim to recruit trustees from various bodies (public and private) and from the general public. We will be offering information sessions for potential new trustees, to inform them of roles, responsibilities and liabilities, what questions they need to ask and the information they should expect from organisations before they make a commitment.

	Questions	Documents providing relevant information would include:	Yes/no	Support required Yes/no
1.	Do all your Committee Members have a copy of the organisation's governing document (constitution)?	Governing document		
2.	Are you clear about what your organisation is set up to do?	Governing document; business/ strategic plan reports		
3.	Do you know the legal status of your organisation?	Governing document; certificate of incorporation; charity registration documents, reporting information		
4.	Do you know what your legal responsibilities are?	Risk assessments; relevant policies and procedures, including health & safety, safeguarding, employment; insurance documents; company/ charity commission reporting information.		

5.	Do you know how someone becomes a member of the committee?	Information given to potential trustees; governing document; declarations signed by trustees; company/charity commission documents; Charities/Companies Acts.		
6.	Are you up to date with the financial affairs of your organisation?	Financial reports; annual accounts; management accounts.		