**Prior to Board Meeting**

The Board Appointment Panel will arrange the following:

* New Trustee / Board Member Application form to be completed
* New Officer Certification to be completed
* Copy of current ID i.e. Drivers License or Passport
* Circulate copy of CV and any other relevant information to existing Trustees

**Approval at Board Meeting**

The Board will make a recommendation to the existing Trustees / Board Member *delete not applicable* at a board meeting for the endorsement of the appointment of a new Trustee / Board Member *delete not applicable*

* The potential Trustee / Board Member *delete not applicable* is invited to attend the beginning or end of a meeting

❑ At the meeting the potential Trustee / Board Member *delete not applicable* will be asked to declare any potential conflicts of interest

* All existing Trustees / Board Member *delete not applicable* vote on the appointment of the new Trustee / Board member *delete not applicable* (once the potential Trustee / Board Member *delete not applicable* has left the meeting).

**Following Appointment**

Once the appointment of a new Trustee / Board Member *delete not applicable* has been approved at a board meeting the Chairperson will arrange the following:

* a conversation to discuss specific expectations
* help the new Trustee / Board Member *delete not applicable* understand the Vision, Mission, and Strategic Plan (if applicable)
* Introduce new Trustee / Board Member *delete not applicable* to the rest of the team including staff
* Completion of Conflict of Interest Register (if applicable)
* Go through Governance Handbook

The Chairperson will provide, either in hard copy or through sharing of online resources, the following documents with the new Trustee / Board Member *delete not applicable*:

* Copy of Trust Deed / Constitution / Rules *delete not applicable*
* Position Description for the position being filled
* All policies and procedures
* Strategic Plan / Business Plan (if available)
* Minutes from minimum of last two meetings and the most recent AGM
* Latest Performance Report including Financial Statements
* Governance Code of Conduct to be reviewed and signed by new Trustee / Board Member *delete not applicable*
* Health & Safety Policy
* Provide copies of last 6 months of newsletters (if applicable)
* Congratulations you are an officer of a registered charity
* Annual Return Checklist for Small Charities
* Good governance Community Tool Kit
* Top 10 Tips for Fraud Protection