



ABS Trustee Induction Checklist

Name: _____

		Completed	Date
Forms	AP01: Appointment of Director		
	Companies House Electronic Appointment Form		
	Declaration of Eligibility		
	Skills Audit		
	Personal Information for Hoare & Co. Bank		
	Emergency Contact Form		
Governance Documents	CC3: The Essential Trustee		
	Charity Governance Code		
ABS Governance Documents	Articles of Association		
	Board Instructions		
	Committee Terms of Reference		
	Grant Giving Policy		
Introductions	Trustee Board		
	Key staff		
Attendance at meetings	Welfare Committee		
	Finance, Audit & Risk Committee		
	Development & Engagement Committee		
	Nominations & Remuneration Committee		
	Board		



Attendance at ABS Event	Event TBC		
ABS Policies	Anti-Fraud Policy		
	Health & Safety Policy		
	Financial Management Policy		
	DEI Policy		
	Risk policy		
	Investment Policy		
	Remuneration Policy		
	General Data Protection Regulation		