**Information and Induction for new DECSY trustees**

**Duties and responsibilities of Trustees**

Trustees must ensure that the Annual Report and Accounts are properly prepared according to Charity Law, and that the funds are used only to promote the aims of DECSY. We must not take any undue financial risks, and must use reasonable care to ensure that DECSY continues to be well-run and efficient.

The functions of the Trustees include:

1. Ensuring that the aims and objectives of DECSY are adhered to, strategic planning of the future direction of the work
2. Managing and supporting the paid and voluntary workers, including appointment of staff, fixing of their remuneration and giving help in work-load management
3. Funding, financial policy and financial control, ensuring that DECSY is solvent
4. Ensuring that the accommodation and working conditions are adequate
5. Writing, modifying, implementing and reviewing policies, such as the Equalities and Diversity Policy, Data Protection Policy and the Health and Safety Policy as required, and checking that they are being adhered to
6. Evaluating and monitoring of the work, including the project work
7. Promotion of the Centre’s work

**DECSY Induction Process**

Many new DECSY trustees will already be familiar with the organisation. However the induction process will normally include the following:

1. Discussion with at least one current Trustee, normally the Chair and/or Secretary, and with relevant staff where appropriate, about the general and specific roles to be undertaken
2. A visit to the Centre, to meet with staff, become familiar with the building and the Resource Centre, and acquainted with the Policies file and relevant policies
3. Completion and signing of a Declaration of Interests form
4. Discussion of expenses claims where applicable
5. Provision of relevant documents, including the Constitution, the last Annual Report and Accounts, the Annual and Strategic Plans, Committee Structures and Operations, a contacts list and a list of acronyms in common usage
6. Reference to the DECSY website [www.decsy.org.uk](http://www.decsy.org.uk/) and the Charity Commission guide to Trustee responsibilities [www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-CC3](http://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-CC3)
7. Consideration of any other additional induction needs relevant to the individual’s interests, skills and experience, or roles to be undertaken