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1. Document Purpose

The purpose of this document is to outline the importance of providing new Trustees of Stroud u3a with an induction and to provide guidance as to what this should include.

Note: All the information below has been extracted from a national Third Age Trust document dated November 2022.

2. The Purpose of Trustee Induction

All committee members including those who are co-opted or invited to join are automatically Trustees. New Trustees may be unaware of this and need to understand their role and responsibilities from the beginning.

- A good induction will reassure committee members that their role is valued, taken seriously and that the committee is run effectively.
- New Trustees need to be informed about the Charity Trustee Management Liability Insurance Cover that is provided via the affiliation to the Third Age Trust (hereinafter “the Trust”).
- New Trustees should be informed of how the committee needs to act to ensure that its actions remain within the requirements of the cover provided.
- Induction enables new Trustees to familiarise themselves with their role, their local u3a, its relationship with the Trust and the wider u3a movement as well as their legal responsibilities as a Trustee of Stroud u3a. It will also help to facilitate a level of awareness and understanding of how Stroud u3a operates in line with key policies/procedures.

3. Recommended Induction Content

The following is a list of information and documents that should be shared as part of any induction process:

The Essential Trustee - a Charity Commission leaflet

Principles of the u3a Movement – a Third Age Trust leaflet

A copy of Stroud u3a Constitution.

A copy of the relevant Declaration of Eligibility for a new Trustee to sign – the original signed document will be held by the Secretary of Stroud u3a.

A copy of the relevant Trustee Code of Conduct for a new Trustee to sign which will again be held by the Secretary of Stroud u3a.

Information on the structure of the u3a Movement in the UK including the Region and Networks.

Minutes of previous committee meetings and AGMs/SGMs.

An introduction to the [Trust website](#) and especially the advice section of the Trust website which holds the most up to date information and advice for u3a committee members.

Trustees should be encouraged to sign up to the Trust's monthly [e-newsletter](#) as this contains useful information about the work of the Trust and the wider U3A Movement.

An introduction to the [Stroud u3a](#) website and the different ways that Stroud u3a committee communicates with the membership.

An overview on how different aspects of Stroud u3a are organised e.g. interest groups, monthly meetings, social events etc.

An overview of the operations of Stroud u3a i.e. how many interest groups there are, Stroud u3a's financial position, how many members there are and how many volunteers.

Key Stroud u3a policy documents (see policy section of [Stroud u3a](#) website)

Dates of future committee meetings, AGMs and monthly meetings.

4. Document Library and Document Control

This document is part of a document library, that is currently being created within Stroud u3a. Reference copies will be made available on the [Stroud u3a](#) website.

Paper copies of all Stroud u3a approved documents will also be available on request from the Secretary at secretary@stroudu3a.org.uk.