

# get it right on... Trustee Training Needs

## 1. What information do you need to carry out your role as a trustee?

- An induction pack?
- A statement of your roles and responsibilities as a trustee?
- An organisation history?
- Details of the activities of the organisation?
- Details of the funding structure of the organisation?
- A briefing on the key issues facing the organisation?
- A briefing on future projects or activities planned?
- A briefing on the other organisations which your organisation has networks or special relationships with?
- A briefing on the structure of the organisation and your role in it?
- A briefing on the staff and volunteer structure and your relationship with staff and volunteers?

## 2. What support do you need to carry out your role as a trustee?

## 3. How would you like to learn about these areas?

For example:

- Training sessions for the whole board
- Away day / weekends
- Attending training courses individually
- Information with board papers
- Regular briefings / workshops at board meetings
- Networking with other board members
- Learning from somebody else (mentoring, for example)
- Visiting other projects

## 4. How would you ensure that learning is passed on to all members of the board?

West Dunbartonshire CVS produces a range of resources covering different issues of interest to community and voluntary organisations. Please contact us if you would like one-to-one support or advice on any issue.