

GOVERNING DOCUMENTS

- Make sure your governing document is updated regularly (Model governing documents available on Charity Commission website)
- Make sure you know your governing document (and other documents) of your organisation
- Articulate and share a clear vision for the organisation (examples of Charitable purpose on Charity Commission website)

POLICIES AND PLANS

- Review your policies regularly and update where needed
- Have a clear strategic plan with objectives which is reviewed annually.

COMMUNICATION

- Build good communication between fellow trustees and with employees and volunteers
- Consult and involve employees where appropriate

MEETINGS

- Run purposeful short meetings, keep to the Agenda and keep to the time allocated.
- To run a good meeting the Chair and Chief Officer should plan and go through it together beforehand.
- Use Zoom for regular meetings to keep people in touch during COVID.
- Update your governing document to be able to meet remotely ('virtual meetings')
- If you don't understand, never be afraid to ask in meetings.
- Say things in the meeting, not outside!

TRUSTEES

- Ensure new trustees have a good induction so that they know their governing document, what their role is, and what the organisation is doing
- Recruit younger trustees to build an Intergenerational board and involve younger people more
- As a Board be clear what the Board needs to be in charge of, what the board's role is.
- Recruit trustees and volunteers who will be actively involved.

RUNNING THE ORGANISATION

- Make sure you build up reserves
- Understand the business of your organisation – know what your employees are doing and have succession planning in place (what would you do if a key person leaves?)
- Look after your employees – make sure they can cope with their workload, employ more staff if needed
- Manage the expectations of staff and trustees