

1. Trustees should familiarise themselves with the following under “Policy Documents” at [www.kewsociety.org](http://www.kewsociety.org) :
  - The Kew Society’s Constitution, terms of reference for sub-committees, and Memoranda of Understanding with the Richmond Heathrow Campaign (RHC) and the Old Deer Park Group (ODPG);
  - Role descriptions for Trustees and Officers;
  - The latest Statutory Accounts and Trustees report, presented at the Society’s AGM
  - The Society’s Data Privacy Policy
  - Procedures in “Committee Documentation” on our website.
2. Trustees should familiarise themselves with the Society’s finance policies, available from the Hon. Treasurer and in Committee Documentation, reviewed annually, including its events finance protocol. New Trustees should read the minutes of the last 3 meetings of the Executive Committee (available from the Honorary Secretary).
3. The Society has Trustee liability insurance. Documentation is held by the Honorary Treasurer.
4. Members of the Planning sub-committee should familiarise themselves with the London Borough of Richmond’s Local Plan at [www.richmond.gov.uk](http://www.richmond.gov.uk) and with the Kew Society’s policy on its approach to planning under “Policy Documents” at [www.kewsociety.org](http://www.kewsociety.org). Members of the events sub-committee should familiarise themselves with the events finance protocol available from the Hon. Treasurer and in “Committee Documentation”

### General Background information

5. Useful information is provided by:
  - the Charity Commission at [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk) and in particular its Trustee Welcome Pack :  
<https://www.gov.uk/government/publications/charity-trustee-welcome-pack/charity-trustee-welcome-pack>  
You can also subscribe for regular updates from the Commission if you wish.
  - Civic Voice at [www.civicvoice.org.uk](http://www.civicvoice.org.uk) which the Kew Society belongs to and gives updates and briefings on issues of interest to civic societies, including changes to relevant national Government policies. You can subscribe for regular updates if you wish.
  - The National Council for Voluntary Organisations at [www.ncvo.org.uk](http://www.ncvo.org.uk) which the Kew Society also belongs to.
  - London Borough of Richmond’s Digest newsletter which you can subscribe to for weekly updates on Council news [www.richmond.gov.uk](http://www.richmond.gov.uk)