

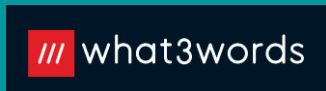
# GOVERNING DOCUMENT

time for a check-up?

By the VAO Development team



*Change*  
**UNCERTAINTY**  
Unprecedented



These 3 words could possibly sum up the last year for trustees and their organisations. A search on the navigation tool [///what3words](https://www.what3words.com) puts us in the middle of the Pacific Ocean - quite the metaphor!

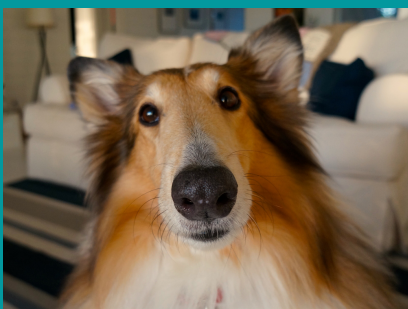
Trustees' Week is an annual celebration of the role trustees play in our charities and voluntary organisations - and the work of trustees was never more important than during the pandemic. Board members had to make tough decisions.

Could organisations continue as the country locked down? Could workplaces be adapted for staff, volunteers, and service users?



What support could and should trustees give in such unprecedented, uncertain, continually changing times?

Key decisions were made in virtual meetings where new normal was waiting in lobbies, being on mute, talking to frozen screens and wearing pyjamas while trying to keep pets and children off camera.



We find ourselves still in transitional times, becoming familiar with a 'hybrid' and 'blended' ways of working, but we are finding ways to meet face to face again and there may be opportunities for trustees to return to non-virtual board meetings.

So perhaps this is a good time for your board to re-evaluate priorities, re-open buildings, re-start events, re-board trustees and re-view your governing documents and constitutions?

Reviewing your governing document regularly is extremely important, ensuring your organisation works as effectively as it can in the short, medium and long terms.

Why not use the following questions at your next board meeting to do a governing document check-up and prompt some discussion?



Is your Governing document up to date?



Are you working within it?



Do any areas need updating for your organisation to thrive?



Is your membership information and data protection up to date?



Can you hold virtual board meetings/general meetings and is this written into the document?



What is the trustee length of appointment and does this need to be amended or new trustees recruited?



Are there areas of training VAO could help with?

On Friday 1st November we will be signposting trustees to lots of useful information, resources and training in our website post **To Trustees' Week and Beyond**. VAO produce a number of useful leaflets such as 'Joining a Committee', 'How to Write Minutes' and 'A Virtual AGM checklist' and can offer advice, support and training to boards of trustees working in the third sector. Have a look at our website [www.vaorkney.org.uk](http://www.vaorkney.org.uk) or contact us anytime by emailing [enquiries@vaorkney.org.uk](mailto:enquiries@vaorkney.org.uk) or phoning 872897.

VAO can provide information, advice, support and training for trustees, third sector organisations and volunteers, so get in touch if we can help!