



## INDUCTION FOR CHAPTER MEMBERS

### A generic checklist

1. Provide all new Chapter members with the following documentation:
  - a. Constitution and Statutes
  - b. AEC advice notes on 'Cathedrals as Charities' and 'Cathedral Bodies'
  - c. Role description for a Chapter member explaining general governance role and role description, if appropriate, for specific responsibilities
  - d. The most recent Annual Report and Accounts
  - e. Information on web links to the Cathedrals Measure 1999, the Care of Cathedrals Measure 2011, CFCE guidance documents and the Accounting Regulations for English Anglican Cathedrals
  - f. Minutes of recent Chapter meetings
  - g. The cathedral's Conflicts of Interest Policy
  - h. A list of all policies approved by the Chapter and the location of copies of policies
  - i. Mission and vision statement(s)
  - j. The current strategic plan and any other plans
  - k. Dates, times and locations of future meetings
  - l. Details of services and events it is expected that Chapter members will attend (including, where relevant, the date and time of their installation)
  - m. Contact details for key staff
  
2. Ask new Chapter members to:
  - a. Complete and sign a Fit and Proper Persons form
  - b. Complete the Register of Interests
  - c. Complete and keep updated the Corporate Hospitality Register
  
3. Arrange for each new Chapter member to come to the cathedral on a working day to have a tour of the cathedral and meet cathedral staff and volunteers to understand better how the cathedral works and the challenges it faces, in particular:
  - a. The administrator, to talk about the cathedral's organisation chart and how the cathedral's staff and volunteer teams are structured and work.
  - b. The Chapter Clerk (if different from the administrator) to discuss conduct of Chapter meetings, the role of the Chapter as the cathedral's administrative body, the difference between the Chapter's governance role and day-to-day management of the cathedral, the relationship of the Chapter to the Cathedral Council and the College of Canons and to the Bishop and other diocesan staff and organisations, the cathedral's committee structure (including terms of reference and membership), and, if appropriate, matters relating to the parish including church or cathedral wardens and the Annual Parochial Church Meeting.

- c. The accountant/ finance officer to talk through the cathedral's financial accounts, management accounts and current year budget, and matters such as the main income sources and areas of expenditure, the differences between unrestricted, designated, restricted and endowment funds, major assets and liabilities and the cathedral's financial relationship with the diocese. Chapter members should also be told how to claim reimbursement for expenses such as travel expenses.
  - d. Clergy and lay staff responsible for departments such as liturgy, music, verging, fabric, trading activities and so on.
  - e. The FAC Secretary (if different from the administrator) to learn about the Care of Cathedrals Measure, CFCE, the local FAC and other issues relating to the management of the fabric.
4. New Chapter members should be given the opportunity to and encouraged to attend an AEC Chapter Training day. The dates and locations of these are advised to deans and advertised in the Minutes of AEC Executive meetings.
5. As and when opportunities become available, new Chapter members should be introduced to the cathedral's professional advisors (such as the architect, surveyor, solicitor, auditor, and investment manager).