

Queen's Park Trust

Revision v3.0, dated 26th June 2026



Full Name of Committee Member:

Committee Member Role:

Date Checklist Started:

Recruitment Checklist for Committee Members

This checklist does not need to be carried out in order, but it is better if it is. Add a date under each stage to sign it off.

1. Read the Trustee guidance (for trustee role), constitution and all policies
2. Read through all the website www.queensparktrust.org
3. Read Newsletters and Monthly Reports
4. Complete Committee Member Application Form
<https://forms.gle/K5fGCf5MWRtoCAze7>
5. Have a face to face meeting to discuss the role and QPT
6. Ensure there are no concerns from the application form and consider whether any more discussions are needed on any areas of the form
7. Photo ID filed
8. Proof of address seen
9. Due diligence carried out and process form completed by QPT

10. Added to the Committee WhatsApp

Date checklist Finished: