***Trustee Role Description and Responsibilities***

Trustees are essential to the well being and effectiveness of the voluntary and community sector.

Trustees have key responsibility for an organisation. They are in law the guardians of its purpose and are expected to direct the strategy (working with staff where they exist); they have financial oversight, are responsible for resources, and are expected to ensure the organisation stays within the law, in particular the charity commission.

***Role of the trustees*** Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. Charity trustees are responsible for the general control and management of the administration of a charity. The trustees serve as volunteers, and receive no payment for their work. Charity trustees come from all walks of life, and are united by their wish to create positive change in society. Most people are eligible to serve as trustees. The work of a trustee should be rewarding and enjoyable, and an opportunity to serve the community while learning new skills. - See more at: http://www.charitycommission.gov.uk/publications/cc3.aspx#d1

***Trustees and their responsibilities*** Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. The principles and main duties are the same in all cases. (1) Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up. Compliance - Trustees must: (2) Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law. (3) Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there. (4) Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity. (5) Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets. Duty of prudence - Trustees must: (6) Ensure that the charity is and will remain solvent. (7) Use charitable funds and assets reasonably, and only in furtherance of the charity's objects. (8) Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk. (9) Take special care when investing the funds of the charity, or borrowing funds for the charity to use. Duty of care - Trustees must: (10) Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient. (11) Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties. - See more at: <http://www.charitycommission.gov.uk/publications/cc3.aspx#d1>

***What do the Chair and Treasurer do?*** The short answer Some trustees are known as 'officers' and have special responsibilities. These include the Chair, Treasurer, and in some cases there may also be other designated officers. In more detail Special responsibilities: The Treasurer and the Chair of the charity will have wider responsibilities than other trustees. For instance, the Treasurer will ensure that proper accounts are kept, and help set financial and investment policies. The Chair, as well as helping to plan and chair trustee meetings, may also be the link between the trustees and the employees and representing the charity at appropriate events. However, when it comes to making decisions about the charity, the trustees must take them together. A number of organisations, including the Institute of Chartered Secretaries Administrators (ICSA), provide model job descriptions for Chairs and Treasurers.

***ADVERT***

Being a trustee offers opportunities to

• Use skills and experience effectively

• Make new contacts and friends

• Improve personal networks

• Develop new skills

• Improve career prospects

• Get involved in the local community

• Make a difference