

ROLE DESCRIPTION FOR THE CHARITY TRUSTEE

Overall Purpose

The board of trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, and financial health, probity of its activities, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees should be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity. For example, all trustees should be able to read the financial accounts to a level that they can ask questions and comprehend answers of a general nature.

Main Responsibilities & Duties

- Trustees collectively are responsible for running the charity, finances and the employment of any staff.
- Trustees are responsible for the general control and management of the administration of a charity.
- Trustees are expected to attend regular committee meetings (every 6-8 weeks).
- Trustees are unpaid but can claim all reasonable expenses (mileage etc.).
- Trustees must 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, Annual Returns and accounts as required by law.
- Trustees must ensure that the charity does not breach any of its own rules as set out in its governing document and that it remains true to the charitable purpose and objects set out therein.
- All decisions are taken by all the trustees, acting collectively and as a team. However, the decisions need not be unanimous; a majority decision is sufficient unless the charity's governing document states otherwise.
- 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.
- Ensure the charity does not breach the requirements or rules set in its governing document and remains true to the charitable purpose and objects set out.
- Ensure the charity is and will remain solvent.
- Use charitable funds and assets reasonably, and only in furtherance of the charity's objects.
- Trustees must ensure that they have proper control of funds where people are raising money on their behalf or where they employ a professional fundraiser. They must ensure that funds are spent (or earmarked) for the purposes for which they were raised.
- Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.

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- Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.
- 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.
- The Trustee Act 2000 sets out a 'duty of care' which in short relates to the general duty on trustees means they must give enough time, thought and energy to their duties as trustees, and make reasonable use of their skills and experience.
- The Charities act 2006 is the primary piece of legislation that regulates charities in the UK. It is the responsibility of trustees to know the law in relation to the charity.
- Croft Pre School has Trustee Indemnity Insurance to help protect trustee's personal liability.

Being a trustee is also immensely rewarding, as well as making new friends there will be opportunities to gain both expected and unexpected new knowledge and skills.

Croft Pre-School

