



Responsibilities of a Trustee

The Board of Trustees is the Governing body of a Charity and is, therefore, responsible for everything the Charity does.

Trustees must act in the best interests of the Charity and should always act prudently, lawfully and in accordance with the Charity's governing document.

Some of the responsibilities of a trustee are:

- To ensure that the organisation complies with its Governing Document (Trust Deed, Constitution or Memorandum and Articles of Association), charity law, company law, and other relevant legislation or regulations.
- To ensure the organisation only uses its resources towards achieving the Objects set out in its Governing document.
- To actively contribute to long-term planning strategies to provide a firm direction for the organisation, setting goals, targets, monitoring and evaluating performance.
- To safeguard the reputation of the organisation.
- To ensure that the organisation is financially stable and has adequate financial resources.
- To appoint a Director/Chief Executive officer where the Charity employs staff and monitors his/her performance and acts as a responsible employer for all staff.
- To use any specific skills, knowledge, or experience that individual Trustees must help the board of trustees reach sound decisions and conduct board business efficiently.

Before becoming a Charity Trustee, it is important to:

- Study the Charity's Governing Document for information about its aims and Objects, activities, and administrative procedures.
- Ask fellow Trustees for information about the Charity's income and property.
- Look through recent accounts and minutes of meetings for information on policies, current issues, and ongoing finances.

A Trustee should have:

- Time to commit to the organisation.
- Good organisational skills.
- Ability to plan strategically.
- Ability to work as part of a team.
- Understanding and acceptance of the roles and responsibilities of trustees.
- Ability to make decisions.

A board of trustees will need knowledge and experience of the following:

- Managing people and organisations
- Fiscal management and fundraising
- Legal matters, including employment law.
- Equal Opportunities issues

Note - You cannot be a Charity Trustee if you:

- Are under 18 years of age (unless the Charity is a registered company)
- Are disqualified under section 72 of the Charities Act 1993 because of bankruptcy or conviction for an offence of dishonesty or deception.

For more information on the Roles and Responsibilities of Charity Trustees contact:

- The Charity Commission, telephone 0870 333 0123
www.charity-commission.gov.uk for their free leaflets – CC3 ‘Responsibilities of Charity Trustees’ and CC3(a) Responsibilities of Charity Trustees: A Summary
- **The National Council for Voluntary Organisation’s www.ncvo-vol.org.uk**