

## **The Roles and Responsibilities of a Trustee**

### **The trustees of the Fellowship have full responsibility for the Charity and must:**

- act together and in person and not delegate control of the charity to others (work may be delegated but must remain under the trustees' control).
- act strictly in accordance with the Charity's governing document.
- act in the charity's interests only and without regard to private interests.
- manage the charity's affairs prudently and take a long-term as well as a short-term view.
- develop a 5 year strategic plan and a business plan
- not (without explicit authority) derive any personal benefit or gain from the charity
- take proper professional advice on matters as appropriate.

### **In managing the Fellowship's finances trustees must:**

- make sure that bank accounts are operated by more than one person.
- make sure that all the charity's property is under the control of the trustees.
- make sure that funds held for different purposes are kept in separate bank accounts, or that the charity's accounting records show clearly at all times the amount of funds held for each purpose.
- keep full and accurate accounting records.
- collect in full all money owed or due to the charity, including tax and rating reliefs.

### **In applying the Fellowship's income trustees must:**

- spend it solely for the purposes set out in the charity's governing document.
- spend it with absolute fairness between persons qualified to benefit from the charity; and spend it for the purposes of the charity unless there is some planned specific future use for it, or unless Trustees have explicit authority to accumulate it.

### **When investing funds, trustees must:**

- invest only within the limits of the powers granted by the charity's governing document or the Trustee Act 2000.
- constantly monitor the performance of the investments.
- avoid speculation and invest prudently to achieve both income and capital growth.
- seek professional advice about what investments are most suitable for your charity.
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### **When appointing a Chief Executive, trustees should:**

- ensure the post-holder has a contract of employment and a written job description making clear the extent of his or her authority to act on the Trustees' behalf

**If the Fellowship raises funds by appealing to the public or other organisations, trustees should:**

- make sure that the appeal properly describes what the donations will be used for.
- be open and honest if asked about the costs of the appeal.
- not use fund-raising methods which exert undue pressure on people to give.
- approve in advance any fund-raising or advertising campaign carried out on your charity's behalf
- require fund-raisers to hand over money raised or collected by them before deducting their fees or expenses.

**Trustees will put themselves at risk of personal liability only if they:**

- cause loss to the charity by acting unlawfully, imprudently or outside the terms of the charity's governing document.
- commit the charity to debts which amount to more than its assets.

More information about the responsibilities as a Trustee of a Charity can be found in the publication "Responsibilities of Charity Trustees" (CC3) published by the Charity Commission which can be viewed on the Charity Commission website: [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk) or it can be obtained from the Central Office

## **Person Specification**

**A person putting their name forward for nomination as a Trustee of the Fellowship should:**

- understand the roles and responsibilities of a charity trustee
- be in sympathy with the aims and objectives of the charity
- understand the relationships between trustees, the CEO, staff, Regional & Country Representatives and external stakeholders
- understand issues of conflicts of interest
- have an understanding of balance sheets, budget statements and financial accounts
- understand the development of a strategic plan and a business plan

**Individuals should only put their names forward for election if they:**

- are prepared to give the necessary time and effort to the management of the charity.
- can help the charity achieve its aims through individual expertise or commitment.
- understand and accept that trusteeship carries legal duties and responsibilities.

**Individuals cannot be appointed as a Trustee of the Fellowship if they:**

- are disqualified under section 72 of the Charities Act 1993, for example because they are an undischarged bankrupt or have an unspent conviction for an offence of dishonesty or deception.