



Trustee Roles

This document provides a general description of the role of a Trustee at SGRT along with role descriptors for each of the agreed lead Trustees:

Chair

Company Secretary

Finance

Human Resources

Events and Marketing

Property

Safeguarding

SGRT is a Charity and Company Limited by Guarantee. Where the title Trustee is used it is also intended to cover the meaning Director of the Company.



Role of Trustee

This guidance is taken from the Charity Commission website and explains the key duties of all trustees of charities in England and Wales, and what trustees need to do to carry out these duties competently. The Charity Commission expects trustees to take their responsibilities seriously. Using this guidance and ensuring you give sufficient time and attention to our charity's business will help. The Commission recognises that most trustees are volunteers who sometimes make honest mistakes. Trustees are not expected to be perfect - they are expected to do their best to comply with their duties. Charity law generally protects trustees who have acted honestly and reasonably.

Must and should In this guidance:

'must' means something is a legal or regulatory requirement or duty that trustees must comply with.

'should' means something is good practice that the Commission expects trustees to follow and apply to their charity.

The Commission expects us to be able to explain and justify our approach, particularly if we decide not to follow good practice given in their guidance. In some cases we will be unable to comply with our legal duties if we do not follow the good practice.

Trustees who act in breach of their legal duties can be held responsible for consequences that flow from such a breach and for any loss the charity incurs as a result. When the Commission looks into cases of potential breach of trust or duty or other misconduct or mismanagement, it may take account of evidence that trustees have exposed the charity, its assets or its beneficiaries to harm or undue risk by not following good practice.

Six Duties

1. Ensure the charity is carrying out its purposes for the public benefit

Trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means we should:

- ensure we understand the charity's purposes as set out in its governing document
- plan what our charity will do, and what we want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

Spending charity funds on the wrong purposes is a very serious matter; in some cases trustees may have to reimburse the charity personally.



2. Comply with the charity's governing document and the law

Trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to the charity

We should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when we need to.

3. Act in the charity's best interests

Trustees must:

- do what trustees (and no one else) decide will best enable the charity to carry out its purposes
- make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting ourselves in a position where our duty to the charity conflicts with our personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to us, such as a partner, dependent child or business partner

4. Manage the charity's resources responsibly

Trustees must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement.

Trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- avoid exposing the charity's assets, beneficiaries or reputation to undue risk
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds or selling land

Trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise we risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of our duty.



5. Act with reasonable care and skill

As someone responsible for governing a charity, trustees:

- must use reasonable care and skill, making use of our skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to the role, for example by preparing for, attending and actively participating in all trustees' meetings

6. Ensure your charity is accountable

Trustees must comply with statutory accounting and reporting requirements. We should also:

- be able to demonstrate that the charity is complying with the law, well run and effective
- ensure appropriate accountability to members if the charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where we delegate responsibility for particular tasks or decisions to staff or volunteers



Title: Chair

Responsible To: SGRT Board

Role Purpose: To ensure that meetings are run efficiently, represent SGRT externally and work with the Secretary and Trustee for Finance to ensure that SGRT meets its statutory responsibilities.

Key Duties:

Meetings

1. to work with the Secretary to agree a programme of meetings throughout the year.
2. to ensure that the agenda is completed at meetings in a timely manner.
3. to ensure that all Trustees feel able to have their views heard.
4. to ensure that agreement is reached on key issues.
5. to ensure that actions agreed at meetings are completed.

Annual General Meeting

6. to work with the Secretary to ensure that an AGM is organised within the statutory timescale.
7. to work with the Secretary and Finance Trustee to prepare the necessary papers for the AGM.
8. to ensure that the Agenda for the AGM is completed in a timely manner.
9. to ensure that all Members feel able to have their views heard.

Trustees

10. to lead on the recruitment of new Trustees when necessary.
11. to ensure that new Trustees feel welcome and are properly inducted into the role.
12. to ensure that Trustees perform their role effectively.
13. to ensure that Trustees are properly informed about advice, guidance and training relevant to their role, produced by the Charity Commission, Companies House and elsewhere.

External Relations

14. to represent SGRT with funders and other local and national bodies.
15. to promote SGRT in the local community.
16. to respond to any correspondence.
17. To take any necessary action to safeguard the Charity's interests in the event of an urgent issue arising.



Role Title: Company Secretary

Responsible To: SGRT Board

Role Purpose: To ensure the effective management of all aspects of the work of Trustees

Key Duties:

Meetings

1. to work with the Chair to agree a programme of meetings throughout the year to ensure that policies are monitored and reviewed in a timely manner.
2. to agree the agenda for meetings and ensure that associated papers are distributed to all Trustees in good time.
3. to keep a file of minutes of meetings for future reference if needed.

Annual General Meeting

4. to work with the Chair to ensure that an AGM is organised within the statutory timescale.
5. to work with the Chair and Finance Trustee to prepare the necessary papers for the AGM.
6. to ensure that all Members are properly informed about General Meetings and receive the papers within the required timescale.
7. to ensure that minutes of the General Meetings are made available to all Members and elsewhere as required.

Trustees

8. to keep a record of the Trustees of SGRT.
9. to ensure that details of Trustees are kept up to date with the Charity Commission and Companies House.
10. to ensure that Trustees/Directors are properly informed about advice, guidance and training relevant to their role, produced by the Charity Commission, Companies House and elsewhere.

Statutory responsibilities

11. to work with the Chair and Finance Trustee to ensure that SGRT meets its statutory responsibilities regarding all aspects of the administration including:
12. to ensure that an accurate record of Members is kept.
13. to ensure that an annual returns are prepared and filed with the Charity Commission and Companies House



Role Title: Finance Trustee

Responsible To: SGRT Board

Role Purpose: Accountable for maintaining and reporting all Group financial records (in line with the requirements of the Charities Commission and Companies House) and advising the board on all fiscal matters (including investment appraisals).

Key Duties:

1. Chair the Finance and Business Development Committee.
2. Work with other lead Trustees to monitor and review budgets.
3. Monthly reporting to Trustees on all aspects of financial performance.
4. Preparation of statutory annual accounts.
5. Key contact for the Charity Independent Assessor/company solicitors/tax advisers.
6. Ensuring the submission of all financial returns to the Charities Commission and Companies House in line with deadlines.
7. Ensuring the completion of all claims and returns associated with grant funding.
8. Preparation of proposed annual budget for the Board.
9. Monitor and review key Finance policies as described in the Policy Schedule.
10. Work closely with the finance and admin staff member.
11. Insure all invoices are paid in a timely manner and accounts updated on the accountancy system.
12. Oversee and complete the master spreadsheet.
13. Instruct the accountant to file the VAT return as soon as the invoices have been paid for that month.
14. Take any necessary action to safeguard the charity's interests in the case of an urgent financial issue.



Role Title: Human Resources Trustee

Responsible To: SGRT Board

Role Purpose: Accountable for ensuring that the Charity carries out its legal responsibilities with regard to employees including volunteers.

Key Duties:

1. Reporting to Board on all aspects of HR.
2. Work with SGRT Manager to ensure best practice.
3. Monitor and review key HR policies as described in the Policy Schedule.
4. Oversee the performance management of staff and volunteers.
5. Take any necessary action to safeguard the charity's interests in the case of an urgent HR issue.



Role Title: Events and Marketing Trustee

Responsible To: SGRT Board

Role Purpose: Accountable for all events and marketing activities

Key Duties:

1. Chair the Events and Marketing Committee.
2. Regular reporting to Board on all matters regarding Events and Marketing.
3. Work with the Finance Trustee to monitor and review budgets.
4. Monitor and review key policies as described in the Policy Schedule.
5. Sign off Events and Marketing requests.
6. Oversee the events volunteer group
7. Monitor the fulfilment of the marketing program.
8. Take any necessary action to safeguard the charity's interests in the case of an urgent events related issue.



Role Title: Property Trustee

Responsible To: SGRT Board

Role Purpose: Accountable for the maintenance and future development of all buildings, large equipment and external grounds.

Key Duties:

1. Chair the General Purpose and Maintenance Committee.
2. Regular reporting to the Board on all matters regarding Property.
3. Work with the Finance Trustee to monitor and review budgets.
4. Responsible for safety and maintenance of all machinery, including the training of operators.
5. Maintenance of buildings owned by the charity.
6. Work with staff and volunteers to ensure that all club assets are maintained to a high standard.
7. Monitor and review key property policies as described in the Policy Schedule.
8. To take any necessary action to safeguard the charity's interest in the event of a premises related emergency.



Role Title: Safeguarding Trustee

Responsible to: SGRT Board

Role Purpose: To ensure that SGRT provides a safe and secure place to work and visit.

Key Duties:

Creating the right culture

1. Champion safeguarding throughout the organisation.
2. Attend relevant safeguarding training events and conferences.
3. Support trustees in developing their individual and collective understanding of safeguarding.
4. Work with the chair, manager and others in order to manage all serious safeguarding cases.
5. Support regular safeguarding updates for staff, volunteers and users.
6. Gather the views of staff, volunteers and users in relation to safeguarding and share these with the board.
7. Be a point of contact for staff or volunteers if someone wishes to complain about a lack of action in relation to safeguarding concerns.

Strategic

8. Consider the organisation's strategic plans and make sure they reflect safeguarding legislation, regulations specific to your activities, statutory guidance, and the safeguarding expectations of the Charities Commission.
9. Work with the Manager regularly to review whether the things the organisation has put in place are creating a safer culture and keeping people safe.
10. Check the organisation's risk register reflects safeguarding risks properly and plans sensible measures to take, including relevant insurance for trustees liability.
11. Make sure there is space on the agenda for safeguarding reports and help trustees understand and challenge those reports.

Effective policy

12. Make sure there is an annual monitoring and review of safeguarding policies and procedures and that this is reported to trustees.
13. Call for audits of qualitative and quantitative data (either internal or external) when they're needed.
14. Learn from case reviews locally and nationally, to improve SGRT's policies, procedures and practices.