



1. What are the main responsibilities of a Trustee?

a. Ensuring that the charity is carrying out its purposes for the public benefit.

Trustees should not:

Spend charity funds on the wrong purposes, as this is a very serious matter.

b. Complying 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 your charity

c. Acting in the charity's best interests.

Trustees must;

- decide what 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 themselves in a position where their duty to the charity conflicts with their 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 them, such as a partner, dependent child or business partner.

d. Managing 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 they risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of their duty.

e. Acting with reasonable care and skill.

As someone responsible for governing a charity, trustees:

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

f. Ensuring the Charity is accountable.

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

- be able to demonstrate that the charity is complying with the law, well run and effective
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers

g. Reducing the risk of liability.

To do this, trustees must ensure the Charity is properly and effectively managed, and that it adheres to its own Constitution and agreed procedures, as well as the law governing charitable activities.

2. How long can a Trustee serve for?

Each appointment must be for a term of 3 years.

A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but, may be reappointed after an interval of at least one year.