

ROLES OF TRUSTEES

This document describes the responsibilities of trustees, and the roles of officers. The membership secretary, newsletter editor and work party leader are not required to be trustees, although they should be members.

ALL TRUSTEES

- Legal responsibility for actions of organisation – constitution is followed, activities are charitable, health and safety etc
- Set and maintain vision, mission and values
- Ensure accountability as required by law to the Charity Commission, the Inland Revenue, and be accountable to donors, beneficiaries, volunteer, and the general public. This includes publishing annual reports and accounts
- Maintain proper fiscal oversight
- Maintain effective meetings performance
- Promote the organisation
- Determining work programmes, events, direction of the charity
- Requires regular attendance at meetings and understanding of constitution, policies, procedures etc
- Ensures all necessary skills are within the Trustee group or wider charity
- Establish and monitor policies
- Ensure compliance with governing document
- Develop strategy

CHAIR

- Provides leadership to the charity
- Chairs Trustee meetings and AGM, any other formal meetings of the charity
- First point of contact for external enquiries
- Media and PR first point of contact
- Assists Trustees in working together properly
- Assists Trustees in understanding how their officers are performing
- Monitors actions of other trustees and reports if any remedial actions are needed
- Authorised to sign cheques

TREASURER

- Responsible for administrating money and keeping good records
- Ensure money is spent properly, including limits to reserves and that spending is authorised by trustees
- Setting and monitoring budgets
- Compiling end of year accounts for AGM approval
- Authorised to sign cheques

SECRETARY

- Take minutes at Trustee meetings and AGM
- Jointly prepare minutes and Agendas, with Chair, and distribute
- Answer any queries received, or refer to chair, treasurer or other as appropriate
- Maintain records of meetings, AGMs, work parties and other records
- Make bookings if required
- Authorised to sign cheques

MEMBERSHIP SECRETARY

- Maintain register of members
- Initiate membership renewal and chase up late renewers
- The membership year is 1st October to 30th September
- Collect and record subscriptions from renewals and new members
- Pass subscription money received to the Treasurer

VICE-CHAIR

- Stand in for Chair at meetings, events, etc
- Support Chair as requested / agreed
- Carry out tasks as requested by Chair

NEWSLETTER EDITOR

- Write 4 members newsletters per year – report of past activities, promotion of forthcoming activities, requests for help, show appreciation to past help, etc
- Arrange for newsletter printing
- Arrange for distribution to members and others

WORK PARTY LEADER / TOOLS

- Plan the task in advance
- Procure supplies, materials, tools, equipment and specialist skills in advance of the work party
- Ensure first aid cover will be provided – presence of qualified first aider, nurse, GP or Consultant, and first aid box / mobile phone
- At beginning of task, explain the task, describe safe methods to be used, deliver standard H&S talk, identify assistant leader. Ask all participants to sign the disclaimer
- Ensure that the work party is carried out safely and efficiently, and that the site is left in a safe and appropriately tidy condition
- Ensure that all attendees are made to feel welcome, valued, and integrated into the group
- All tools used are returned to the store
- Ensure all tools are maintained properly and are fit for purpose; discard, service or repair unfit tools
- Tools are safely and properly stored