

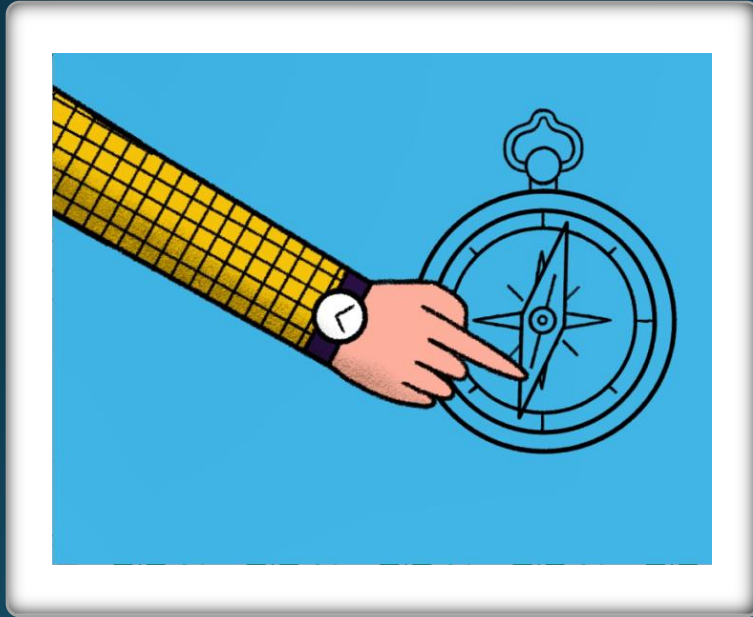
Help!

I'm a (church) trustee

Role of trustees



- Delivering Purpose



Delivering Purpose



Use your charity's governing document

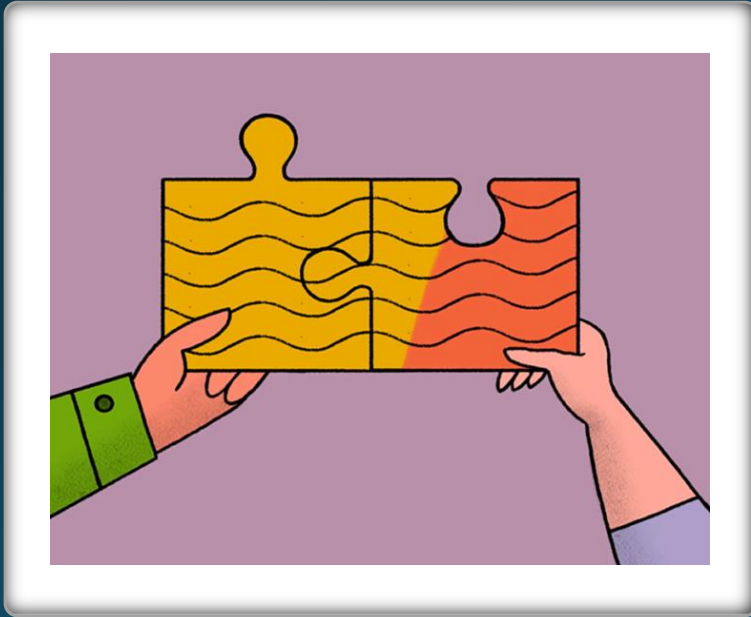
Focus on your charity's purposes

Do not drift into activities that your charity is not set up to do

Know what else your governing document says

Comply with the law

Role of trustees



- Delivering Purpose
- Making Decisions

Making Decisions

Follow the key principles and work together



Plan meetings and keep records

Follow the charity's rules and the law

Get the permission if you need it

Get the information and advice you need

Disagree if needed but you must follow a valid decision with which you (personally) disagree

Role of trustees



- Delivering Purpose
- Making Decisions
- Managing Charity Finances

Managing Charity Finances



Ensure money is spent on allowed purposes

Manage risks

Know the financial position; set a budget and follow it

Keep good records

Deal with any financial issues quickly

Role of trustees



- Delivering Purpose
- Making Decisions
- Managing Charity Finances
- Managing Conflicts of Interest

Managing Conflicts of Interest



Identify (financial, loyalty, other benefits)

Declare and record conflicts of interest

Follow your conflicts of interest policy

Consider removing conflicts of interest

Role of trustees



- Delivering Purpose
- Making Decisions
- Managing Charity Finances
- Managing Conflicts of Interest
- Knowing what is sent to the Charity Commission

Knowing what is sent to the Charity Commission



Details on the Charity register

Annual return, report and accounts

Report “serious” problems

Know when you need further permission

Role of trustees



- Delivering Purpose
- Making Decisions
- Managing Charity Finances
- Managing Conflicts of Interest
- Knowing what is sent to the Charity Commission
- Safeguarding people

Safeguarding People



Have suitable policies and practices in place

Identify and manage risk

Carry out necessary checks

Protect volunteers and staff

Handle and report incidents appropriately