



## The Role of Centre 63 Trustees

### **Working with and assisting the CEO and Leadership Team to fulfil the aim and objectives of the organisation**

#### What is a Trustee?

Trustees have independent control over, and legal responsibility for, a charity's governance and administration.

#### Who can be a Trustee?

A Trustee must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a trustee of any other charity.

You must be properly appointed following the procedures and any restrictions in the charity's governing document.

You must not act as a trustee if you are disqualified under the Charities Act, including if you:

- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor
- have been removed as a company director or charity trustee because of wrongdoing

#### What are the key roles of a Trustee?

1. Ensure your charity is carrying out its purposes for the public benefit, as set out in its Governing document
2. Comply with your charity's governing document and the law, including complying with charity law and take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to in areas such as safeguarding, Human Resources/Staffing, health and safety and financial control. Inc.

- Working with the CEO and Leadership team to develop a process for the recruitment of any future CEO or key Board appointment
  - To define the organisation's employment policies, including equal opportunities, recruitment, pay, grievance and disciplinary, appraisal, sickness, expenses, holidays and training.
  - To approve the staffing structure and to take part in recruitment when requested by senior staff
  - To agree the job descriptions, person specifications and terms of employment of board appointments and the outline terms and conditions for other staff and to review levels of pay annually.
  - The Board defines organisational policies, sets policy priorities and determines strategies for the implementation of the policies. In particular, the Board should discuss and decide on The Organisations Strategy and business plan. All Board Members should be familiar with and have a good understanding of all policy documents.
  - The Board should monitor all aspects of service delivery and policy implementation on a regular basis.
3. Ensure that you act in your charities best interests, including identifying and managing potential conflicts of interest
4. Manage your charity's resources responsibly and put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Including
- Ensure the organisation keeps proper accounts, which are audited or independently examined and produced annually; and submitted to funding bodies and any other bodies as required and suitable financial controls are in place
  - To scrutinise, at minimum, quarterly statements of the financial position
  - To review, revise and sign off on annual budgets.
  - To ensure the payment of all taxes due to the Inland Revenue and Customs & Excise.
  - To appoint bankers and cheque signatories and to make clear decisions about staff spending powers.
  - To ensure that the organisations assets are safeguarded and are well managed and maintained.
  - To ensure that the organisation is properly insured.
5. Act with reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
6. Ensure your charity is accountable, demonstrate that your charity is complying with the law, well run and effective

Whilst Incorporation does give Charities a level of protection and can limit liability to £1. 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 Charity 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



Centre 63 Ltd

[www.centre63.org.uk](http://www.centre63.org.uk)

<https://www.facebook.com/centre63kirkby/>

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