

## **A Summary of Trustee Duties and Responsibilities**

Charity trustees are the people who form the governing body of a charity. They may be known as trustees, directors, board members or committee members. Trustees are responsible for controlling the management and administration of a charity. The great majority of trustees serve as volunteers and receive no payment. Trustees should work together as a team and have collective responsibility for their charity.

### **The Main Duties and Responsibilities of Trustees**

Trustees have and must accept ultimate responsibility for directing the affairs of their charity, ensuring it is solvent and well-run and delivering the charitable outcomes for the benefit of the public for which it was set up.

### **Compliance**

Trustees must ensure that their charity complies with:

- Charity Law and the requirements of the Charity Commission as the regulatory authority. In particular you must ensure that the charity prepares a report on its work and submits Annual Reports and Accounts as required by law.
- The requirements or rules and the charitable objects set out in the governing document which all trustees should be familiar with.
- The requirements of other legislation and other regulators which govern the activities of the charity.
- The requirement for trustees to act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets.

### **Duty of Prudence**

Trustees must:

- Ensure that the charity is and will remain solvent; this means that you need to keep yourself informed of all the charity's activities and its financial position.
- Use charity funds and assets wisely and only to further the objects and interests of the charity.
- Avoid undertaking activities that might place the charity's property, funds, assets or reputation at undue risk
- Take special care when investing the funds of the charity.

### **Duty of care**

Trustees must:

- Exercise reasonable care as trustees using personal knowledge and experience to ensure that the charity is well-run and efficient.
- Consider getting external professional advice on all matters where there may be a material risk or where trustees may be in breach of their duties.