



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.