

# KEY RESPONSIBILITIES FOR THE TRUSTEES ON THE ASCT BOARD



## 1. Set and maintain vision, mission and values

The trustee board is responsible for establishing the essential purpose of the organisation. They are also responsible for maintaining the ethos and values of the organisation.

## 2. Develop strategy

The trustee board develop the long-term strategy for the Charity. Meeting agendas reflect the key points of the strategy to keep the organisation on track.

## 3. Establish and monitor policies

The trustee board creates policies to govern organisational activity. These cover:

- Guidance for staff and volunteers
- Systems for reporting and monitoring
- An ethical framework for everyone connected with the organisation
- Conduct of trustees

## 4. Set up employment procedures

The trustee board creates comprehensive, fair and legal personnel policies. These protect the organisation and those who work and volunteer for it

They cover:

- Recruitment
- Support
- Appraisal
- Remuneration
- Discipline

It also recruits and selects new trustee board members and employees.

## 5. Ensure compliance with governing document

The governing document is the rulebook for the organisation. The trustees make sure it is followed. In particular, the organisation's activities must comply with the charitable objects.

## 6. Ensure accountability

The trustees should ensure that the organisation fulfils accountability as required by law to:

- The Charity Commission
- Inland Revenue

The organisation should also be accountable to:

- Donors
- Beneficiaries
- Volunteers

This means publishing annual reports and accounts.

### **7. Ensure compliance with the law**

Trustees are responsible for checking that all the organisation's activities are legal.

### **8. Maintain proper fiscal oversight**

The trustees are responsible for effectively managing the organisation's resources so it can meet its charitable objects. The trustee board:

- Secures sufficient resources to fulfill the mission
- Monitors spending in the best interests of the organisation
- Approves the annual financial statement and budget
- Protects the organisation against liability by providing insurance
- Seeks to minimise risk for the organisation
- Participates in fundraising
- Ensures legal compliance

### **9. Select and support the Chair**

If necessary, the trustee board creates policy covering the appointment of a Chair (non-paid).

### **10. Respect the role of staff**

The trustee board recognises and respects the domain of any staff responsibility. At the same time, it creates policy to guide staff activities and safeguard the interests of the organisation.

### **11. Maintain effective board performance**

The board keeps its own house in order. It engages in:

- Productive meetings
- Effective committees with adequate resources
- Development activities
- Regular performance reviews
- Partnership with consultants where necessary

### **12. Promote the organisation**

Through their own behaviour, their governance oversight and their activities on behalf of the organisation trustees enhance and protect the reputation of their organisation. They are good ambassadors for the organisation.