|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
|  |

 |  |  |  | **Voluntary Action** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  **North Lincolnshire** |
|  |  |  |
|  |  |  |



***Promoting, developing and supporting voluntary activity within the community***

# TRUSTEE ROLE DESCRIPTION

**1. Who are the Charity’s Trustees?**

The Charities Act 1993 defines charity trustees as the people responsible under the charity’s governing document for controlling the administration and management of the charity, regardless of what they are called. For Voluntary Action North Lincolnshire (VANL) the charity trustees are the Board of Directors of the Company known as the Trustee Board.

## 2. The Role of the Trustee Board

The role of the Trustee Board is to receive assets from donors, safeguard them and apply them for the charitable purposes as declared in the objects of VANL. The Trustee Board must always act in the best interests of VANL exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom they had responsibility. The Trustee Board must act as a group and not as individuals.

## 3. The Statutory Duties of a Trustee Board Member

1. To ensure that VANL complies with its governing document (i.e. its Memorandum and Articles of Association), charity law, company law and any other relevant legislation or regulations.
2. To ensure that VANL pursues its objects\* as defined in its governing document.
3. To ensure that VANL applies its resources exclusively in pursuance of its objects, i.e. it must not spend money on activities, which are not included in the objects, however worthwhile they may be.
4. To contribute actively to the Board of Trustees’ role in giving firm strategic direction to VANL, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of VANL.
6. To ensure the effective and efficient administration of VANL.
7. To ensure the financial stability of VANL.
8. To protect and manage the property of VANL and to ensure proper investment of VANL’s funds.
9. To appoint and support the Chief Executive Officer and monitor his/her performance.

## Other Duties

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve:

* Scrutinising board papers
* Leading discussions
* Focusing on key issues
* Providing advice and guidance on new initiatives
* Evaluation
* Other issues in which the Trustee has special expertise.

## 4. Minimum Time Commitment

Trustees are elected to serve for three years or co-opted annually. Trustees are expected to attend an induction session at VANL prior to their first Board meeting. Trustees are expected to attend all Board meetings. Board meetings are usually held between 6pm and 8pm on the 1st Wednesday of each alternate month (6 per year) currently in the training room at Voluntary Action North Lincolnshire, Robert Street, Scunthorpe. Papers are distributed one week in advance of meetings.

Trustees can claim out of pocket expenses incurred in travelling to meetings.

## 5. Person Specification

**Each Trustee must have:**

* A commitment to the mission of VANL \*\*
* A willingness to devote the necessary time and effort
* Integrity
* Strategic vision
* Good, independent judgement
* An ability to think creatively
* A willingness to speak their mind
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* An ability to work effectively as a member of a team

The Trustee Board need skills and experience in the following areas:

* Understanding the diversity of the voluntary sector
* Strategic Development
* Financial management
* Legal matters
* Personnel issues
* Health & Safety management
* Fundraising
* Information Technology
* Setting targets, monitoring and evaluating performance

**Qualifying Restrictions relating to the**

 **Appointment and retirement of trustees**

**People who are legally barred from being charity trustees include:**

* Anyone under the age of 18
* Anyone who has been convicted of an offence involving deception or dishonesty unless the conviction is spent
* Anyone who is an undischarged bankrupt, or is the subject of a bankruptcy restriction order or bankruptcy restriction undertaking
* Anyone who has made a composition or arrangement with or granted a trust deed for, his or her creditors and has not been discharged in respect of it
* Anyone who has previously been removed from trusteeship of a charity by the court or the Commissioners
* Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986 or is the subject of a disqualification undertaking
* Have an - unspent conviction for one or more of the listed offences
* IVA, debt relief order and/or a bankruptcy order
* Been removed from being in the management or control of any body
* Been disqualified by the Charity Commission
* Been disqualified as a company director
* Are a designated person for the purposes of anti-terrorism legislation
* Are on the sex offenders register
* Been found in contempt of court for making (or causing to be made) a false statement
* Found guilty of disobedience to an order or direction of the Charity Commission.

**A trustee shall cease to hold office if s/he**

* ceases to be a trustee by virtue of any provision in the Act or is disqualified from acting as a trustee by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of the provision);
* becomes incapable by reason of mental disorder, illness or injury or managing and administering his own affairs;
* resigns his office by notice to the Charity (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or
* is absent without the permission of the trustees from all their meetings held within a period of six months and the trustees resolve that his office be vacated.

\* *The Charity’s objects (“the Objects”) are:*

* 1. *To promote any charitable purpose for the benefit of the community in particular but not exclusively in the local government district of North Lincolnshire (hereinafter called “the area of benefit”) and, in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness;*
	2. *To promote and organise co-operation in the achievement of the above purposes and to that end to bring together in council, representatives of the voluntary organisations and statutory authorities within the area of benefit;*

*Provided that in carrying out these charitable purposes, the Council will seek to challenge all forms of oppression and inequality and to give priority to working with people whose full participation in society is limited by economic political and social disadvantage.*

*\*\* Promoting, Developing and Supporting Voluntary Activity within the Community*

Advancing local Voluntary Action

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registered in England and Wales as a Private Company Limited by Guarantee No. 3346067 and a Registered Charity No. 1063019