



Roles of All Trustees



- ◆ To ensure the organisation meets its objectives as set out in the governing document.
- ◆ To ensure the organisation complies with the rules set out in the constitution and acts legally.
- ◆ Acts in best interest of the organisation and its beneficiaries, with no personal benefit.
- ◆ Inform meetings of any conflict of interest.
- ◆ To provide proper accounts and annual reports of the organisations activities to its members, funders, and regulatory bodies.
- ◆ To seek professional advice when relevant.
- ◆ Ensure all organisation's resources are well managed and used to pursue its objectives.
- ◆ To keep up to date of all the organisations activities - for informed decision making.
- ◆ To comply with all relevant legislation.
- ◆ To ensure the organisation has effective Health & Safety policies covering all premises and activities.
- ◆ To ensure the necessary insurance policies are taken out and regularly reviewed.
- ◆ To ensure the organisation meets all its contractual obligations - employment; funders; licences etc.
- ◆ To ensure the organisation doesn't discriminate and implements the Equal Opportunities policy at all times.
- ◆ To regularly attend meetings and work jointly with others.
- ◆ To set organisation policy and set short, medium and long term objectives.
- ◆ To identify, discuss and agree on new areas of work.
- ◆ To be a good employer.
- ◆ To support staff and volunteers.
- ◆ Promote the organisation.