



PROPERTY TRUSTEE Job Description & Responsibilities

Responsibilities

Rule 11.4 states: "The PROPERTY TRUSTEES ("holding trustees") shall be vested with the title to all investments held by or on behalf of the Association and shall be responsible for the safe keeping of books and records and other property of the Association and shall maintain an accurate list of the property of the Association. The Master, General Secretary and Treasurer (the "Principal Officers") shall be ex-officio Property Trustees of the Association. All monies received by the Association shall be paid into bank or other accounts in the name of the Association as agreed by the Management Committee; any two of the six nominated Property Trustees shall have the power to authorise payments. All money in the Association's funds not required for normal working purposes shall be invested or deposited by the Treasurer as may be directed by the Management Committee."

All members of the Management Committee are charity trustees under the Charity Act. The *Property* Trustees are specifically elected for the roles and responsibilities described here.

The Role

There are 6 property Trustees. These are the 3 specifically elected *Property* Trustees plus the Association Master, General Secretary, Treasurer as Ex-Officio property Trustees. Clearly, a *Property* Trustee has responsibilities under Rule 11, listed above. In practice, this means that the property Trustees are responsible to the Membership for the financial and physical assets of the Association, ensuring their safe-keeping as far as is reasonable. A *Property* Trustee is a member of the Executive Committee and, as such, is expected to attend the meetings of that Committee and participate in the decision-making process as a charity trustee. Property Trustees are often formally delegated tasks related to the assets by the Executive Committee, reinforcing their responsibility to the Association Membership for the assets. Property Trustees also carry out other ad-hoc tasks, as and when necessary, to ensure the smooth running of the Association.

Personal Qualities

A *Property* Trustee should be a trusted member of the Association. Ideally they should have held an Association Office, e.g. Master, Hon. Gen. Secretary or Treasurer. Failing that they should at least have served in the same capacity at District level. They should be well known and respected members with a thorough knowledge of how the Association works. They should be enthusiastic and keen to see the Association grow in sympathy with its aims and objectives but mature enough to respect and learn from its history.