



## **PROPERTY TRUSTEE Role & 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 Trustees; 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 Trustees."

The Property Trustee is an elected position at the AGM, is a charity trustee and a member of the Management Committee and is expected to attend the meetings of both Committees and participate in the decision-making process.

### **The Role**

- Responsible to the Membership for the financial and physical assets of the Association, ensuring their safe keeping as far as is reasonably practicable.
- A Trustee and member of the Management Committee who is expected to attend the meetings of those bodies and participate in the decision-making process as a charity trustee.
- As a Trustee, responsible with the other Trustees for ensuring that the Association operates within Charity Commission recommendations for good governance practices and complies with its obligations under all current legislation, and that the Association complies with its own Objects and Rules.

### **Specific Responsibilities**

- Act within, and promote, the Rules and Policies of the Association, particularly (but not limited to) regarding:
  - Health & Safety, Privacy, Standard of Conduct, Safeguarding, Risk Management, Complaints and Delegation
- Maintain register of Association assets.
- Review assets for storage with an appropriate place of safe keeping.
- Propose any formal disposal of assets at the end of their useful life.
- Provide written reports to Trustees and Management Committee as appropriate.
- Provide written report for the Annual Report.
- Act as a Trustee within the meaning of the Charities Act.