



## **TRUSTEE**

### **Role & Responsibilities**

Rule 12.1 states “The Trustees shall be the Master, General Secretary, Treasurer, three Property Trustees, Communications Officer, Technical Adviser and Education Officer as elected under Rule 14, and one Trustee per District as elected under Rule 15. No person may occupy more than one Trustee post. If at the time the number of Trustees has reduced to five or below, the remaining Trustees shall convene an Extraordinary General Meeting under Rule 14 to consider the future of the Association”.

Rules 12.2- 12.9 refer to explicit guidance with additional provisions and powers as set out under Rule 13.

The Trustee is an elected position as noted above, 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**

- Must be over 18 years of age and not disqualified from being a Trustee by virtue of the current Charities Act.
- Responsible to the membership for the management of the Association.
- Meet independently of the Management Committee at least three times per year (either in person or via video conferencing) to prepare/approve the Charity Annual Report and prepare for the Management Committee meetings and the Annual General Meeting.
- Trustees who do not take an active role and participate in at least two of the required meetings per year shall not normally be eligible to stand at the next election, unless in exceptional circumstances as approved by the AGM or ADM prior to election.
- District Trustees provide a conduit between district members and the Trustees and should report to their District and encourage feedback from members.

### **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
- Ensure the Association operates within Charity Commission recommendations for good governance practices and complies with its obligations under all current legislation, including but not limited to the current Charities Act from time to time in force, with regard to:
  - Keeping of accounting records.
  - Preparation of annual statements of account, prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Charity Commission.
  - Preparation of an Annual report.
  - Preparation of an Annual Return.

- Determination of and the annual review of such financial policies as may be required.
- Review, approval and publication of role descriptions and terms of reference for officers and sub-committees.
- Ensure the Association complies with its Objects and Rules.
- Act as a Trustee within the meaning of the Charities Act.