



## Role description for Trustees

**The main responsibility of the trustees of a charity is to make sure that their organisation is run properly; works within the rules stated in its governing document and does not break the law.**

### **Trustees must:**

- Know and understand what is said in the governing document and make sure their charity does not do work which falls outside it
- Understand the policies and procedures required to run their charity and make sure they have them and that they are kept up-to-date
- Make sure that proper financial records are kept and that money is managed properly
- Make sure that annual accounts and reports are sent to the Charity Commission
- Understand their responsibilities as employers and make sure they know what they have to do
- Make sure that the chair, secretary and treasurer understand what they have to do and support them in these roles
- Oversee and make decisions for the long term good of the charity
- Act in a responsible way and understand that it is they not their employees that are responsible for the proper running of the charity

### **For more information contact:**

Charity Commission  
**[www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)**  
0845 300 0218

ACAS  
**[www.acas.org.uk](http://www.acas.org.uk)**  
08457 47 4747

## Find out more

If you would like to find out more about how we can support your organisation, please visit our website or alternatively email or phone us for more information:

**Connected Voice Support and Development**  
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Newcastle upon Tyne  
NE1 8AF

**[sdteam@connectedvoice.org.uk](mailto:sdteam@connectedvoice.org.uk)**  
**0191 235 7013**



**[www.ConnectedVoice.org.uk](http://www.ConnectedVoice.org.uk)**

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