

Charity trustees' role and responsibilities guide

To be consulted alongside the full FOMPS constitution document and with reference to advice from the charity commission: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Some trustees have special roles, such as the chair and the treasurer. They are known as officers. You must comply with any specific provisions for officers in your governing document. Trustees can also nominate a trustee to take the lead on a particular matter.

Charity officers do not automatically have any extra powers or legal duties than their co-trustees, but may carry out specific roles or have specific responsibilities delegated to them. However, all trustees remain jointly responsible for the charity. For example, all trustees share responsibility for finances (not just the treasurer). A chair can only make decisions in accordance with any provision in the governing document or delegated authority agreed by the trustees, and should notify the other trustees of any decisions made.

The treasurer

The treasurer usually takes the lead at board level on:

- making sure the charity keeps proper accounts
- reviewing the charity's financial performance
- drawing up or reviewing policies for finance and investment
- ensuring that the charity has robust and effective financial controls in place
- liaising with finance staff and with the charity's independent examiner or auditor

[The Honorary Treasurer's Forum](#)

The chair

The role of the chair may vary depending on the charity's circumstances. The chair usually:

- helps plan and run trustee meetings (and in a membership charity, members' meetings)
- takes the lead on ensuring that meetings are properly run and recorded
- takes the lead on ensuring that trustees comply with their duties and the charity is well governed
- might have a second or casting vote if a vote on a trustees' decision is tied, but only if this is specified in the charity's governing document
- may act as a spokesperson for the charity
- acts as a link between trustees and staff

[A Chair's Compass - A guide for chairs of charities and non-profit organisations.](#)

Main trustee responsibilities

Ensure your charity is carrying out its purposes for the public benefit

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

Spending charity funds on the wrong purposes is a very serious matter; in some cases trustees may have to reimburse the charity personally

Duties

Before appointment, all trustees must signify they

- are not bankrupt or have an individual voluntary arrangement (IVA);
- do not have an unspent conviction for certain offences (including any that involve dishonesty or deception);
- are not on the sex offenders' register;
- are over the age of 16 years;
- are eligible to hold office under the provisions of clause 20 of the constitution.

Between three and five trustees will be selected from charity members.

Each of the trustees shall serve until the AGM next after his or her appointment but shall be eligible for re-election at that AGM, until seven consecutive years have been served.

It is the duty of each charity trustee:

- to oversee the governing of FOMPS, ensuring its members and officers act in the best interest of the charity;
- to retain ultimate responsibility for the running of the charity in accordance with regulations set in the constitution and by the charity Commission;
- to keep and prepare annual statements of account for the charity;
- to ensure annual statements of account are sent to the Commission

Conflicts of interest

A charity trustee must:

- a) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the charity or in any transaction or arrangement entered into by the charity which has not previously been declared; and
- b) absent himself or herself from any discussions of the trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any financial interest).

Decision making

Trustees and officers will agree a general course of action for events and fundraising throughout the year at a trustees' meeting, by majority vote. The officers will seek to implement accordingly, and in collaboration with all trustees.

Officers will consult with the teachers and school council as to items that the school needs and with the help of the head teacher, prioritise the targets for purchasing, so that the best use of funds is made to support the education and opportunities for the children.

Trustees may exercise powers to make decisions on how funds are spent. No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken.

- Except at a general meeting, a quorum is two charity trustees, or
- the number nearest to one third of the total number of charity trustees, whichever is greater.

Delegation of duties

Trustees may appoint sub-committees of at least two charity members, as deemed necessary to plan and coordinate events and shall prescribe their function.

Trustees may delegate financial authority to such sub-committees, as decided on appointment for planning and preparation of an event. No sub-committee shall expend funds of the charity otherwise than in accordance with a budget agreed by the trustees. If a greater value spend or purchase is desired, a request should be submitted to the board of trustees in advance.

The trustees may revoke or alter a delegation.

The relevant powers are to be exercised exclusively by the sub-committee to whom they are delegated

All acts and proceedings of officers and any sub-committees must be fully and promptly reported to the trustees

Meetings

Charity trustees may call members' and / or trustees' meetings. Trustees' meetings shall be held at least twice a year. Members' meetings shall be held approximately twice each term to plan events. The AGM will be held during the Autumn term. Trustees may be removed from post if they are absent without the permission of the trustees from all their meetings held within six months.

Makeup of the board of trustees

In selecting individuals for appointment as trustees, voters must have regard to the skills, knowledge and experience needed for the effective administration of the charity. The trustees should include:

- the officers of the association;
- a member with connections to FS/KS1;
- a member with connections to KS2;
- an employee of the school;
- no greater than one member of any one family;

Model of responsibilities and interactions

