



# Charity Trustee Role Description

**Time commitment - varies depending on role**

As a Trustee, you and your fellow Trustees on the Board have the ultimate responsibility for running Dumfries and Galloway LGBT Plus- for its property, finances and the employment of any staff or volunteers. Although you can delegate some of your authority to staff or other volunteers, you can never delegate your responsibility. The role of the Trustee and the Board is leadership which means setting the vision for the Organisation and running it in a way that will achieve these aims. As a Charity Trustee, you are defined by charity law as 'the persons having the general control and management of the administration of a charity.'

## **Ideally, you will be:**

- Honest and trustworthy
- Confident and good at communicating
- Familiar with aspects of management and business practices
- Diplomatic and discreet
- Well-acquainted with the running of the Organisation
- Well-organised and good at timekeeping
- Charismatic and committed.

## **What you will do:**

- Participate fully in all Board functions including attending meetings and keeping up to date with all business and issues and contributing appropriately
- Provide leadership with other Board members to the wider Dumfries and Galloway LGBT Plus membership
- Assume accountability, and financial, HR and legal responsibility for Dumfries and Galloway LGBT Plus with other Board Members
- Follow the specific Code of Conduct for Board Members
- Make sure (alongside other Trustees) that:
  - the Organisation is clear in its purpose and direction
  - all decisions taken are in line with the purpose and ideals of the Organisation as laid out in its constitution
  - assets are safeguarded and used efficiently for those for whom the Organisation exists
  - the Organisation fulfils all its legal and regulatory requirements
  - the Organisation is effectively managed, operates efficiently and works within its policies and budgets, any relevant good practice guidance and the law
  - the Organisation is accountable financially and in other ways
  - there is a proper procedure for the recruitment and supervision of staff
  - the Board itself is representative and functions effectively

In addition, charity trustees have several duties as outlined by the Office of the Scottish Charity Regulator (OSCR), and must:

### **General Duties**

1. Act in the interest of the charity. Trustees should put the interests of their charity before their own interests, or those of any other person or organisation.
2. Operate in a manner consistent with the charity's purposes. Trustees should carry out their duties in accordance with their governing document.
3. Act with due care and diligence. Trustees should take such care of their charity's affairs as is reasonable to expect of someone who is managing the affairs of another person.
4. Ensure that the charity complies with the provisions of the 2005 Act and other relevant legislation.

### **Specific Duties**

1. Keep an up to date [register of trustees and members](#) (SCIOs)
2. Update your charity's details. Trustees must make sure that OSCR hold the latest information about their charity on the Scottish Charity Register
3. Report to OSCR, complying with the statutory duty to supply certain information including:
  - a. [Annual Monitoring](#)
  - b. [Charity Accounting](#)
  - c. [Making Changes to Your Charity](#).
4. Have compliant financial record keeping and reporting. Section 44 of the 2005 Act states that charities must:
  - a. keep proper accounting records
  - b. prepare a statement of account, including a report on its activities, at the end of each financial year
  - c. have the statement of account independently examined or audited
  - d. send a copy of the accounts, along with the annual return, to us.
  - e. Accounting records must be kept by the charity for a minimum of 6 years from the end of the financial year in which they were made.
5. Trustees are responsible for taking control of how their charity fundraises.
6. Trustees must make sure that their charity meets legal requirements when referring to their charitable status, e.g. in advertisements, and in providing their duty in providing information about their charity to the public.

### **What you will get out of it:**

Trustees are overall responsible for Dumfries and Galloway LGBT Plus, and are figureheads for the Organisation. Being a Charity Trustee is highly respected within the community and the world of work. As the Organisation's leaders you'll have a direct hand in the outcomes Dumfries and Galloway LGBT Plus achieves - it's a demanding role, but incredibly rewarding.