

The Good Trustee Guide

What is a charity trustee?

Easy Read



NCO CHAMPIONING
VOLUNTARY
ACTION

What is in this guide



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What trustees do



Trustees are the people who make sure the charity does what it says it will.



The law says trustees are responsible for the charity.



They are responsible when things go well.



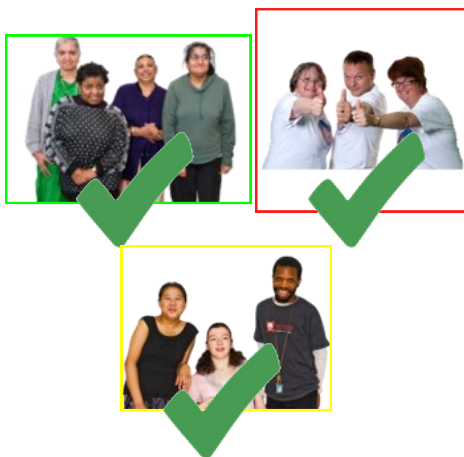
And they are responsible when things go wrong.



Different people work together to run a charity



All charities must have trustees.



Charities can choose if they want to have members, paid staff or volunteers.

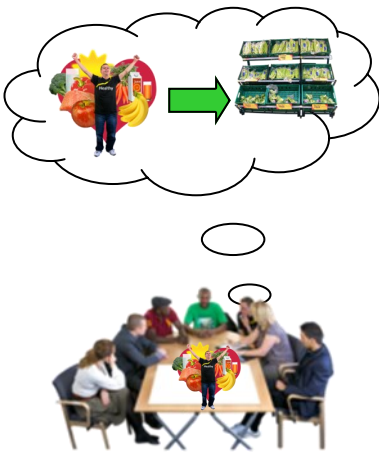


Every charity is different.

Trustees do 12 important things for the charity



1. Trustees choose what is most important for the charity



Trustees work out what a charity should do.



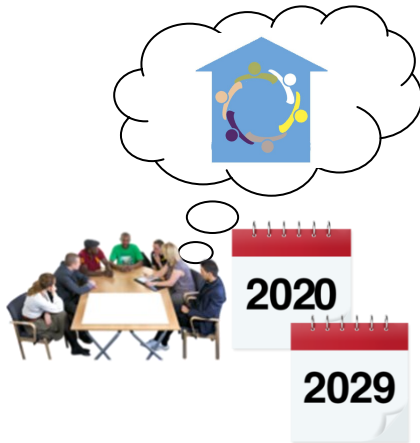
They make sure the rules of the charity are right.



They make sure everyone who helps run the charity remembers what is important.



2. Trustees make plans



Trustees think about what they want the charity to do in the future.



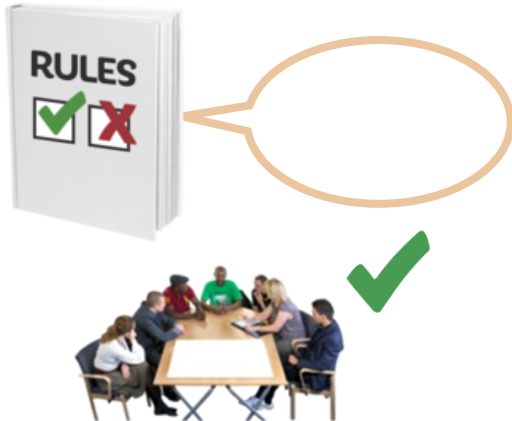
Together the trustees and CEO make a plan for how to do the work.



They check up on the plan in trustee meetings to make sure the charity does what it said it would.



3. Trustees make sure the charity follows the rules of the charity



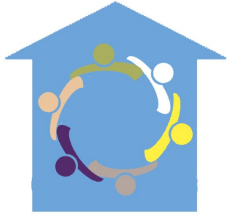
The rules for the charity are written down. This is called a 'Governing document.'



The trustees make sure the charity follows the rules in the 'Governing document.'



What the charity decides to do must be the same as what is written in the rules of the 'Governing document.'



4. Trustees work out how the charity will do things.



The trustees make sure there are rules called **policies**, about how the charity will get things done.



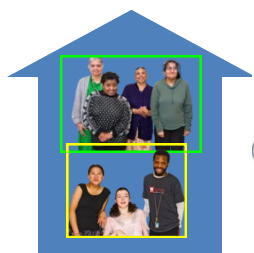
A policy could be for how they will find paid staff.



Or a policy could be about how they will keep people safe.



The trustees make sure the rules work.



The trustees make sure everyone is following the rules.



5. Trustees make sure the charity can be trusted



The law says a charity has to tell people what it is doing.



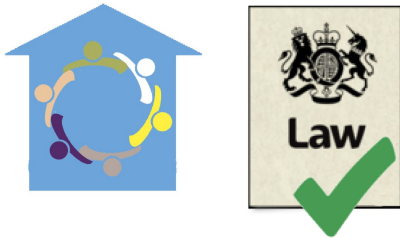
The law says a charity has to tell people how it is spending its money. These are called 'Accounts.'



Trustees make sure there are reports about what the charity is doing. This is called an 'Annual Report.'



Trustees make sure that the reports get sent to the right people.



6. Trustees make sure the charity is following the law



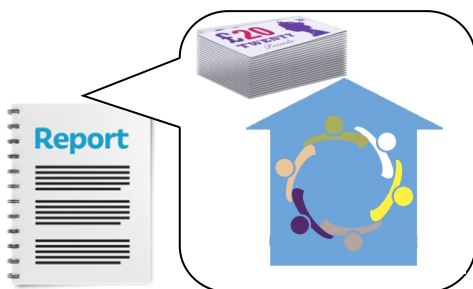
They try to make sure the charity never breaks the law.



7. Trustees make sure the charity has enough money to do its work



Trustees are responsible for managing the charities money and how the money is spent.



Every year trustees write a report about how they have spent the money that year. This is called a 'financial statement.'



Trustees make a plan about how they will spend money the next year. This is called a 'budget.'



Trustees make sure the charity has **insurance** in case things go wrong.



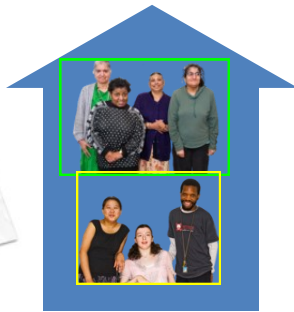
You buy **insurance** from an **insurance** company.



If something goes wrong and the charity has to pay for it the **insurance** company may give the charity their money back.



8. Trustees respect what the staff and volunteers do



Trustees make a policy to guide what staff and volunteers do.



They make sure the work that staff and volunteers do is right for the charity.



9. Trustees make sure the trustee meetings work well

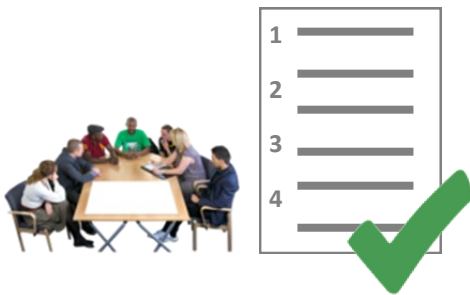
Management Committee



Board Meeting



Trustee meetings are sometimes called board meetings or management committee meetings.



Trustees make sure things get done in the meetings.



They make sure the trustees are working well as a team.



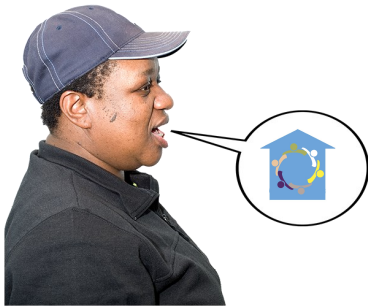
They make sure there are enough trustees in the team.



10. Trustees help people trust the charity



Trustees act in a way that makes the charity look good.



They talk about the good work the charity does.



11. Trustees set up the policies and rules for giving people jobs in the charity



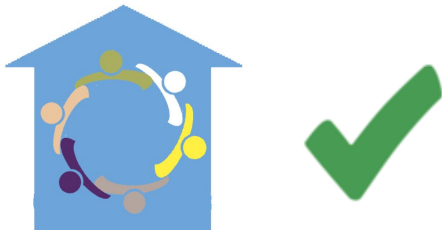
When a charity has paid workers, the trustees make sure the charity has the right policies to look after its staff.



12. Trustees support the CEO



If the charity has paid staff, they may need a Chief Executive Officer or CEO.



The CEO makes sure all the work of the charity gets done.



Trustees make sure there are rules and a policy for how to get a CEO.



Trustees choose who should be the CEO.



Trustees make sure the CEO is doing a good job.

This easy read guide has been adapted from The Good Trustee Guide by NCVO

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