## 110808 Locality-member-logo-1a-RGB for white backgroundsLNT logoLockleaze Neighbourhood Trust

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**What do our Trustees do?**

**Trustees are the people responsible for:**

* Ensuring that we have a clear strategy,
* That we remain true to our original vision,
* And that we comply with all necessary rules and legal obligations.

**Together the trustees are known as the Board,** and they have a number of formal roles and responsibilities, which include appointing key people and keeping a check on the organisations; finances and activities. You can think of a trustee as a guardian looking out for the organisations best interests and promoting its aims in the wider world.

Trustees guide the organisation. They make sure it’s heading in the right direction and doing wht it was set up to do. Trustees shouldn’t get involved in the detailed day-to-day running of the organisation: that’s the job of the Chair and staff team (however some of our Trustees wear several ‘hats’ and get more involved).

**Being a trustee is a form of volunteering.** Except in exceptional circumstances, and where allowed by the organisation’s constitution, trustees are not paid and may not receive any personal gain from their role. They should also not be out of pocket for the work they do and should receive payment to cover any expenses.

The role is not permanent: LNT Trustees serve for 3 years at the end of which they will need to stand for re-election or take a break from the role. This prevents the Trust from becoming over reliant on one person and to allow new people to come in with fresh skills and ideas.

**Supporting Voluntary and Community Action**

The Charities Act 1993 states that charity trustees are ‘the people responsible under the charity’s **governing document** for controlling the management and administration of the charity, regardless of what they are called’.

**What is a Governing Document?**

The governing document is the rulebook for the organisation. The trustees make sure it is followed. You can view Lockleaze Neighbourhood Trust **Memorandum & Articles of Association** on the companies house [website](https://beta.companieshouse.gov.uk/company/03372115/filing-history/MDE0NjQ3MTExOGFkaXF6a2N4/document?format=pdf&download=0)**.** If you are an unincorporated group, your governing document may be your **Constitution or Rules.** The Governance Hub has produced a Governance Code especially for voluntary & community organisations (including charities). You can download a copy at [www.governancehub.org.uk](http://www.governancehub.org.uk).

**What do trustees do?**

Every organisation should be led by an effective board of trustees. Trustee boards have twelve main roles:

1. **Set and maintain vision and values**

The trustee board is responsible for establishing the essential purpose of the organisation. They are also responsible for guarding the ethos and values of the organisation.

1. **Develop Strategy**

Together, the trustee board and chief executive officer develop long-term strategy.

1. **Establish and monitor polices**
2. **Set up employment procedures**

The trustee board creates comprehensive, fair and legal personnel policies. These protect the organisation and those who work for it.

1. **Ensure compliance with the governing document**
2. **Ensure accountability**

The trustees should ensure that the organisation fulfils accountability as required by law to the Charity Commission (if a charity), the Inland Revenue, Customs and Excise and the Registrar of Companies (if it is a company, limited by guarantee). The organisation should also be accountable to donors, beneficiaries, staff, volunteers and the general public. This means publishing annual reports and accounts.

1. **Ensure compliance with the law**

Trustees are responsible for checking that all the organisation’s activities are legal.

1. **Maintain proper fiscal oversight**

The trustees are responsible for effectively managing the organisation’s resources so it can meet its charitable objects.

1. **Select and support the chief executive**
2. **Respect the role of staff**

The trustee board recognises and respects the domain of staff responsibility. At the same time, it creates policy to guide staff activities and safeguard the interests of the organisation.

1. **Maintain effective board performance**

The board keeps its own house in order. It engages in productive meetings, development activities, and regular performance reviews.

1. **Promote the organisation**

Through their own behaviour, their governance oversight and their activities on behalf of the organisation, trustees enhance and protect the reputation of their organisation. They are good ambassadors of the organisation.

*Most of the above information was taken from the Governance Hub website*[*www.governancehub.org.uk*](http://www.governancehub.org.uk)