

# MANOR TRUST BEDHAMPTON – THE ROLE OF TRUSTEE

## PREPARED FOR POTENTIAL TRUSTEES

### INTRODUCTION

**Overview** - by the Reach organisation – ‘A trustee is a non-executive who together with the rest of the board, sets the strategic direction and has legal responsibility for the work of the charity.’

Many people ask, ‘What is a trustee’ and ‘What does a trustee actually do?’

The answer depends upon the charity. Some charities are huge organisations with many facets to their income and to their activities. Others are smaller, and some very small. Size tends to be judged according to the income of the charity. Any charity with a turnover of less than £500,000 is regarded as a small charity, as is the Manor Trust. Charities are organisations likened to ‘Not-for-Profit’ businesses that serve humanitarian causes.

The trustee is a person who is ‘on trust’ with other trustees there to see that all the incoming money, often donated money is properly used for the declared activities of the charity that have been approved by the Charity Commission.

At the Manor Trust, a trustee is part of the team that manages the running of the charity. The legal framework is a charitable company limited by guarantee and the trustees are the directors, making decisions on policy and managing the subsequent administration of those decisions.

There are two main aspects of the work of the board, firstly the promotion of the charity, which is the means by which the trust thrives to be able to deliver on its objectives and secondly, the management of its resources so to be able to deliver the trust’s aims.

Trustees observe due governance as set out by the Charity Commission in the deliverance on those two aspects.

### THE MANOR TRUST’S OBJECTIVES - DELIVERING ON THE AIMS OF THE CHARITY.

1. To provide a comfortable, companionable, safe and caring home for the elderly in the Trust’s properties
2. To preserve the Trust’s historic buildings
3. To foster and promote the social and historic ambience of Old Bedhampton and
4. To advance education through the trust’s Bedhampton Historical Collection

The trustees interpret the aims into the policies that move towards the achievement of those aims and then oversee the application of those policies. The area of policies most frequently addressed, for example, are fund-raising events with advertising, certain staffing matters, certain property and buildings maintenance decisions and less frequently, decisions after expert advice of the investment of charitable funds.

The trustees meet once a month at a meeting that effectively says to itself, ‘How are we doing and where are we going next?’

Delivery on the policies is usually either by employed staff, hired-in contractors or by volunteer supporters of the work of the charity.

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What trustees do is both interesting and intellectually stimulating. One can meet new acquaintances and make new friends. The usual commitment asked is for a two- or three-year term, but it can be for more or less as suits the individual. Interested persons are usually asked to join the committee for 3-6 months to become acquainted with what goes on before making any commitment. In that way, it is a very 'open ended' arrangement.

This is a voluntary activity, there is no remuneration, but certain expenses can be claimed if they are agreed in advance by the committee.

### DETAIL OF THE ROLE

Trustees discuss and decide at board level and at other times the following aspects. Their decisions are implemented by employees and contractors. A trustee can lead on any matter or act as project manager if they have the appropriate skills and experience.

#### 1. Promotion of the Trust

- Fund raising, the events and other methods
- The trust's advertising as to content, design and delivery including the website, Facebook, email systems and stationery
- Recruiting of supporters, helpers, volunteers and nurturing the Members and Life-Friends of the Manor Trust

Trustees can become practically involved in any of these aspects using their skill, time and enthusiasm as agreed by the board

#### 2. Resource Management

Physical Resources – the properties and their contents

- Listed Building Law and compliance with the regulations
- Property maintenance and development
- Repair and renewal of contents and systems

Financial Resources

- Residents contributions, subscriptions, donations, Gift Aid and legacies
- Staff pay and pension contributions
- Investment of funds, and the trust's Insurances
- Accounting and control – internal and external auditors

Human Resources

- Employees, self- employed contractors and volunteers
- Staffing levels, remunerations, job descriptions and contracts, terms and conditions 'Fair and reasonable' employer policy, letters and filing
- Appraisals, training and discipline - Employment Law – ACAS advices
- Health and Safety - policy – reviews – Risk Assessments and application

