

### ‘WHAT IS A TRUSTEE’ AND ‘WHAT DOES A TRUSTEE DO?’

*“Trustees have independent control over, and legal responsibility for, a charity’s management and administration. They play a particularly important role, almost always unpaid, in a sector that contributes significantly to the character and wellbeing of the country.*

*Trusteeship can be rewarding for many reasons - from a sense of making a difference to the charitable cause, to new experiences and relationships. It’s also likely to be demanding of your time, skills, knowledge and abilities. Being aware of the duties and responsibilities are covered in guidance from the Charity Commission to help you carry out your role in a way that not only serves your charity well, but also gives you confidence that you will be complying with key requirements of the law.” (Extr: Charity Commission)*

At the Manor Trust, the trustee is one of a small team of co-trustees managing the charity to deliver on its aims and objectives for and on behalf of the trust’s members, being those who have made a commitment to the charity. The trustees are assisted in their work by the employees and the volunteers.

The legal framework of the Manor Trust is a charitable company limited by guarantee, where the trustees are the directors of the company jointly deciding policy and managing the outcomes of their decisions. The trustee is a non-executive, and has no autonomous powers to act as an individual, but is free to act according to the joint decisions of the Trustees. This especially refers to the committing of Trust funds. The guidance for the trustees’ actions and conduct lies in the Trust’s Governing Document, the company’s Memorandum and Articles of Association.

The trustees most important responsibility is to see that all the incoming money, especially any donated money, is safely used for the regulated activities of the charity. Trustees are unpaid, but certain expenses can be claimed if they are agreed in advance.

What trustees do is both interesting and rewarding. Here can be an opportunity to develop new skills, meet new acquaintances and make new friends. The usual commitment asked for is 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 5 or 6 months to become mutually acquainted with what goes on before either side makes any commitment. In that way, it is a very ‘open ended’ arrangement. The meetings are friendly and relaxed.

#### **The Charity’s Aims and Objectives**

These are: -

- To provide a comfortable, safe and caring home for the elderly in the Trust’s properties,
- To preserve the Trust’s historic buildings,
- To foster and promote the social and historic ambience of Old Bedhampton and to advance education in the community.

#### **The Role of a Trustee at the Manor Trust**

Trustees meet to discuss and decide at their monthly board meetings and occasionally at other times. When necessary, specialist advice from outside is sought; and the experienced volunteers, or Members of the Trust, and the Trust’s Vice-Presidents may also give advice.

## MANOR TRUST BEDHAMPTON – THE ROLE OF TRUSTEE

The decisions made are recorded and are then typically implemented by the employees, by volunteers, and by the out-sourcing to contractors. Matters most frequently addressed are the fund-raising events and advertising, staffing matters, and decisions to do with items of property inventories or other assets, and maintenance of the buildings. The communications between trustees, staff and volunteers is often by email.

### Promoting the Trust

The trustees aim to keep the charity in the public's eye to engender financial support by: -

- Fund-raising; the three main annual events and other events,
- Fostering good relations in the community, through business and other contacts,
- The trust's advertising, including the website, Facebook, email systems and publications,
- Recruiting and valuing the supporters, volunteers and Members of the Trust.

### Management of the Trust –

The trustees' role is to look after the Trust's finances, its properties and its people, e.g. :-

- Accounting, with controls, for income and expenditure, including donations, Gift Aid, legacies, the trust's financial reserves, insurances, staff pay and pensions,
- Budgeting the income and expenditure and the management and finance for any projects, such as repair and maintenance of the Trust's properties.
- The maintenance of the trust's property and grounds, which includes such matters as Listed Building Law and compliance with Building Regulations.

A major asset of the Manor Trust is its people, meaning mostly the employed staff, but also the trustees, volunteers and self-employed contractors. Today, the all-important matters of employment policies and employment law are out-sourced to HR advisors and ACAS, but the Trust's managers see to the matters of Health and Safety policies and risk assessments.

## BECOMING A TRUSTEE

We welcome all enquiries about becoming a trustee or volunteer at the Manor Trust. We are a friendly organisation and believe that we serve a worthy cause, albeit all very local to Bedhampton and Havant. Some of our volunteers and trustees over the years, although not living locally, develop a strong affection for the village of Old Bedhampton and its people.

We would like a balance of skills and experience. The role suits best someone who is retired or part-retired and enthusiastic about helping this charity. It would be an advantage, but by no means necessarily, if you have run a business or are/were a professional, especially in law or accountancy, architecture, surveying, medicine/nursing, social care or marketing. Trustees are appointed by the membership at an AGM, but can also be initially appointed by the Board to serve in the interim until confirmed by the membership at the next AGM.

### To know more ...

**To know more and to discuss how you can help the Manor Trust, please contact our Trust Manager, Paula Humby via our website [www.manortrust.org.uk](http://www.manortrust.org.uk)**