

The Good Trustee Guide
What trustees
must do.

Easy Read



NCVO
**CHAMPIONING
VOLUNTARY
ACTION**

What is in this guide.



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trustee

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'We have designed this booklet to be read by most Screen Readers.

As this is an easy read booklet, each sentence has pictures that help describe the words.'

Trustees and the law.



The law puts trustees in charge of the charity.



This means there are some things a trustee has a legal duty to do.



A legal duty means that the law says you have to do it.



Trustees should ask for help if they need it.



Sometimes things can go wrong with a charity.



If trustees have not done their legal duty, it might be their fault.

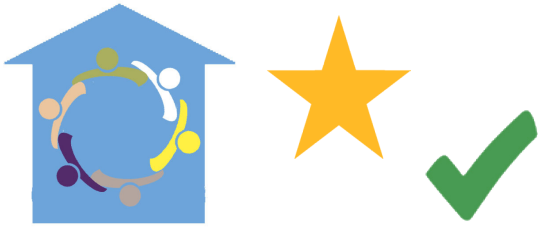
Duties of a trustee.



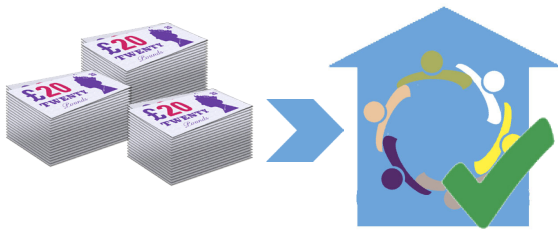
1. Duty to make sure the charity does what it says.



Trustees must make sure the charity tries to do the work it says it will in the charity rules.



Trustees must make sure the charity does the best it can for the things or people it says it will help.



Trustees make sure the charity uses the money and things it has to get the work done.



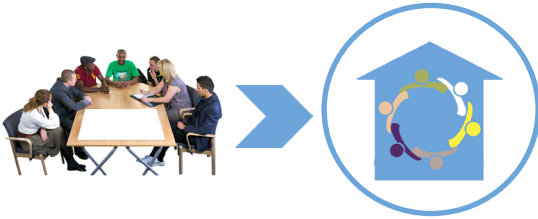
2. Duty to follow the law.



Trustees must make sure the charity never breaks the law.



3. Duty to take care.



Trustees must take care of the charity.



They use their skills to lead the charity.



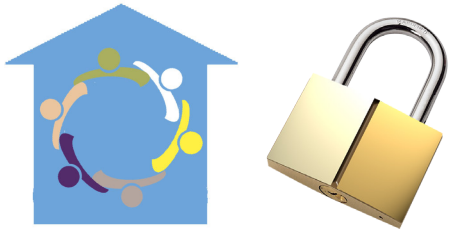
They should use what they know to lead the charity.



They must only make choices that they believe are best for the charity.



If they are not sure what to do, they should get advice from an expert.



4. Duty to keep the charity safe.



A charity will sometimes have lots of money.



Sometimes a charity will own things, like buildings or computers.



Trustees must keep the things that belong to the charity safe.



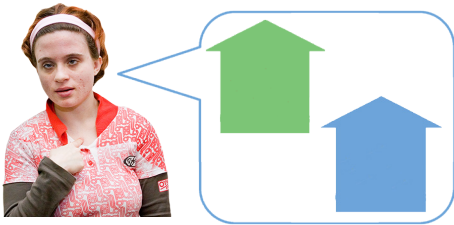
They must make sure that the money is safe.



5. Duty to do what is best for the charity.



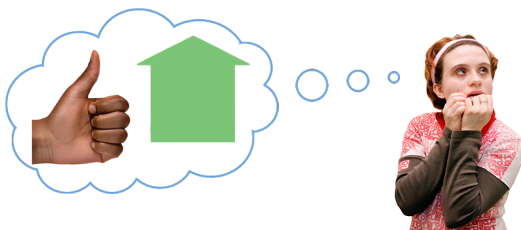
Trustees must make their own choices about what is right for the charity.



Trustees should let the other trustees know if they belong to another organisation doing the same kind of work.



This is because it might make it hard for them to do the right thing for the charity.



They might be trying to do the right thing for the other organisation too.



The right things for both organisations might not be the same.



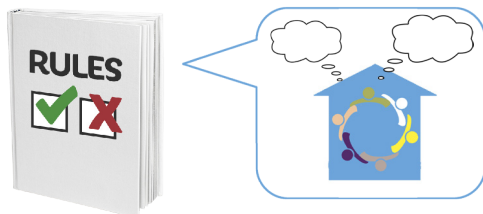
6. Duty to work as a team.



All the trustees share the job of looking after the charity.



Trustees must make choices together.



The charity rules say how the charity will make choices.



One trustee cannot usually make a choice on their own.



Trustees make choices by voting.



The trustees can all have different ideas.



If more than half of the trustees think something is a good idea, the other trustees will have to go along with it.



Even if a trustee was not at a meeting, they must support the choice that was made.



All the votes should be written down at the end of each meeting.



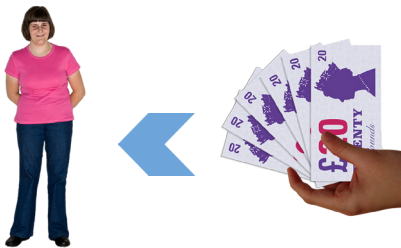
If a trustee does not agree with the other trustees for a serious reason, they should always say why.



7. Duty not to make money from being a trustee.



Some people run a business like a shop or a hotel.



These people can make money from what they do.



A charity is different from a business.



Trustees of a charity are there to serve others.



Trustees should not make money from what they do.

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

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