



Birmingham
Community Matters



Birmingham Community Matters



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Birmingham Community Matters: Responsibilities of Trustees

Date agreed: 6 March 2017

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1. Introduction

Subject to law and these rules, the Board of Trustees has responsibility for the general direction and control of the affairs of Birmingham Community Matters (BCM) and for performing all the duties customarily performed by the Board of Trustees. The statutory responsibilities of a Trustee are to:

2. Responsibilities

- (i) ensure that BCM complies with its governing document and charity law and other relevant legislation or regulations
- (ii) ensure that BCM pursues its objectives as defined in its governing document
- (iii) ensure that BCM applies its resources exclusively in pursuit of its objectives (i.e. BCM must not spend money or use its staff and/or volunteers on activities which are not included in its own objects, no matter how worthwhile or charitable those activities may be)
- (iv) contribute actively to role of the Board of Trustees in giving firm strategic direction to BCM, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- (v) safeguard the good name and values of BCM
- (vi) ensure the effective and efficient administration of BCM
- (vii) ensure the financial stability of BCM
- (viii) protect and manage the property of the charity and to ensure the proper investment of the funds of BCM
- (ix) recruit, appoint and employ any members of staff and ensure the monitoring and evaluation of their performance

- (x) recruit and appoint any volunteers,

3. Qualities

Board Trustees will demonstrate some or all of the following qualities:

- i) a commitment to the aims and work of BCM
- ii) a willingness to devote the necessary time and effort to support BCM
- iii) strategic vision
- iv) good, independent judgement
- v) an ability to think creatively
- vi) a willingness to constructively speak their mind
- vii) an understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee
- viii) an ability to work effectively as a member of a team
- ix) a commitment to BCM's governance principles (Nolan's seven principles of public life).

4. Skills, Knowledge and Experience

In addition to the statutory responsibilities set out in section 2 above, trustees should use any specific experience, knowledge and skills they have to help the Board to reach sound decisions. This may involve offering knowledge about the local community and their needs, offering feedback about services from users, scrutinising board papers, leading discussions and providing advice on new initiatives or on other issues in which the trustee has special expertise.

5. Conflicts of Interest

A conflict of interest exists when a trustee has a financial interest in, or stands to gain financially from, any contract, transaction or other agreement entered into by BCM. In this instance '*financial interest*' and '*financial gain*' apply not only to money, but to anything with a monetary value.

Trustees must be aware of potential gains that might arise directly or indirectly; for example:

- by the purchase of goods or services by BCM from a fellow trustee; or indirectly, if purchased from a partnership, in which BCM is a partner,

- or from a company in which Board trustees own shares and therefore, stands to gain from the company's profits.