



TRUSTEES' WEEK

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CHARTERED ACCOUNTANTS

Demystifying what it takes to be a trustee!

BEING A TRUSTEE

Becoming a trustee for a charity is often considered an honour.

This role does require a level of commitment and responsibility, but we have outlined some of the key things to remember in this infographic.



There are
approximately
180,000
charity trustees
in Scotland

Anyone with overall control and management of a charity

Play a vital role in running a charity

Can be named as director, trustee, committee member - if organisation is a charity they are defined as a "charity trustee"

RESPONSIBILITIES



Comply with 2005 Act

- Update charity details on the Scottish Charity Register
- Ensure information is available to the public
- Be in control of fundraising
- Report charity changes to OSCR
- Keep financial records

Governing documents

The governing document sets out the charity's purpose, structure and operations.

You must:

- Know and understand what your governing document says and means
- Ensure activities of charity are set out in document
- Make sure charity follows governing document rules

Must act in the interests of the charity

- Act with care and diligence
- Manage any conflict of interest
- Operate consistently with charity's purpose

Conflict of interest

- Must ensure you put the interests of the charity before your own
- Must be seen to act in the best interests of the charity

Meetings

- Organise charity meetings
- Keep records of meetings



Learn about management
and strategy



Work with range of diverse
individuals



Make a lasting difference
to a worthy cause



Great learning potential to
expand skills, knowledge
and experience



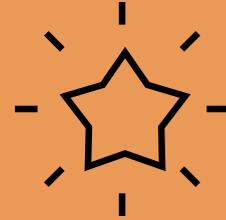
Reasonable expenses may
be claimed such as travel
to trustee meetings



Develop your professional
and personal network



Meet like-minded
professionals in the
charity sector



REWARDS

Becoming a trustee can be a highly rewarding experience - great for broadening skill sets and interests as well as adding value.



GET INVOLVED



If you would like to know more about becoming a trustee, what is involved and opportunities available then check out the Trustee's Week website at www.trusteesweek.org

For help and advice, speak to a member of our specialist charities team at charities@chiene.co.uk or call 0131 558 5800.

SOURCES:

www.oscr.co.uk

www.trusteesweek.org