

## DUTIES OF THE MANAGEMENT COMMITTEE OF TRUSTEES

### *Introduction*

3.1 The responsibilities of Committee Members as Charity Trustees are set down in The Charities Act 2006<sup>1</sup> and are readily accessible through:

- The Charity Commission booklet 'The Essential Trustee'.<sup>2</sup>
- ACRE's Village Hall Information Sheet 17 – Trustees: Roles and Responsibilities
- Charity Commission website [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)

3.2 Members of the DAVH Management committee are Charity (or Managing) Trustees; that is those people who are responsible for controlling the management and administration of the Charity. They are required to always act for the good of the Charity and in compliance with the Trust Deed and prevailing legislation.

### *General Duties*

3.3 The General Duties for each Member of the Committee of Trustees are to:

- Acknowledge their responsibilities as set down in the guidance literature, the Trust Deed and these Operating Procedures - and sign to certify the fact at the beginning of each year of office.
- Act reasonably and prudently<sup>3</sup> and not speculate with the Charity's assets.
- Ensure that the Charity is fully insured against loss and claim.
- Comply with "all and every" legal requirement.
- Maintain financial stability of the Charity.
- Act together<sup>4</sup>.
- Avoid a conflict of interest<sup>5</sup>.
- Extend apologies to the Secretary prior to any Committee Meeting which they may be unable to attend.

### *Liability*

3.4 Trustees may be liable for their actions if they have acted:

- In breach of the governing document<sup>6</sup>.
- Unwisely with Charity assets resulting in a loss to the Charity.
- Illegally without due diligence.

---

<sup>1</sup> Held by and available for reference from the Secretary.

<sup>2</sup> The summary pamphlet 'The Essential Trustee' is issued to each Member on appointment.

<sup>3</sup> Exercising the same degree of care in dealing with the administration of the Charity as a prudent businessman.

<sup>4</sup> Where dissent from the majority view occurs, it must be fully recorded in the minute book.

<sup>5</sup> It may be necessary to declare interest and withdraw from a meeting and/or decision making over any matter where there is a danger of conflict of interest.

<sup>6</sup> The Trust Deed.

