



Role of F.U.N. Trustees

F.U.N. Trustees bring their values, expertise and experience in support of the Charity and the important work that it provides to individuals and families within the local community. Their service also contributes more widely to their local area as the Charity's work builds and strengthens connections between disabled young people and their families.

Our Trustees oversee the Charity and its work in the following ways:

Set and maintain vision, mission and values

The Board of Trustees are responsible for setting the vision and direction of the Charity, and for maintaining the ethos and values of the organisation.

Develop strategy

Together, the Board of Trustees and management staff develop the longer-term strategies for the Charity to ensure that its services and support are tailored to its mission and values, meet the needs of its members and maximises the impact of the Charity's work.

Establish and monitor policies

The Board of Trustees create policies that govern the organisation and operation of the Charity, under the direction of management staff.

Depending on the nature of the policy, management staff may develop and implement some operational procedures without consulting or notifying the board provided that these meet the requirements of the policies set by the Trustees.

Set up employment procedures

The Trustees establish comprehensive, fair and legal personnel policies. These protect the organisation and those who work for it. These cover issues such as recruitment, staff appraisal, remuneration and discipline.

Ensure compliance with governing document

The governing document is a formal statement of intent and principles that govern how the Charity will operate. The trustees ensure that it is followed and that all of the Charity's activities comply with the Charity's aims and objectives.

Ensure accountability

The Trustees ensure that the Charity fulfils its obligations and accountability as required by law to:

- The Charity Commission
- Inland Revenue
- Customs and Excise
- Registrar of Companies (if it is a company limited by guarantee)

The Charity is also be accountable to:

- Donors
- Beneficiaries
- Staff
- Volunteers
- The general public

The Trustee ensure that the Charity publishes annual reports and accounts as required.

Ensure compliance with the law

Trustees are responsible for checking that all the Charity's policies and activities meet all legal requirements.

Maintain proper fiscal oversight

The Trustees are responsible collectively for effectively managing the organisation's resources so it can meet its charitable objects. The Board of Trustees:

- Secures sufficient resources to fulfil the Charity's mission
- Monitors spending to ensure that resources are used in the best interests of the organisation
- Approves the annual financial statement and budget
- Protects the organisation against liability by securing appropriate insurance
- Seeks to identify and minimise risks to the organisation
- Ensures compliance with relevant legislation

Selects and supports management staff

The Trustees select and employ management staff to oversee the operation of all the Charity's activities; and regularly review their performance.

Respect the role of staff

The Board of Trustees recognises and respects the need for management staff autonomy responsibility. However, it also creates policies that guide all operational activities and safeguard the interests of the organisation. It governs rather than manages and monitors management to ensure that they Charity is being run and managed effectively.

Maintain effective board performance

The board keeps its own house in order. It ensures that it:

- Has regular and productive meetings with clear records and minutes kept
- Sets up effective committees with adequate resources to allow them to fulfil their role
- Organises and implements an annual AGM
- Initiates regular performance reviews of management staff.

Promote the organisation

Trustees enhance and protect the reputation of their Charity through their own behaviour and activities. They are good ambassadors for the Charity and use their own contacts and networks to support the Charity and the work that it does.

Time

Trustees can expect to contribute approximately 4 hrs per month of their time to their governance responsibilities. Trustees also occasionally support significant fundraising and other key events. Officers of the Board may contribute more of their time i.e. Chairperson, Treasurer and Secretary.

Board meetings are held 8-9 times per annum and last for approx. 2.5 hrs. Trustees are expected to prioritise these important meetings, and where absences are necessary, to report these in advance to the Chairperson.