

# Role description for trustees

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The main responsibility of the trustees of a charity is to make sure that their organisation is run properly; works within the rules stated in its governing document and does not break the law.

Trustees must:

- Know and understand what is said in the governing document and make sure their charity does **not** do work which falls outside it
- Understand the policies and procedures required to run their charity and make sure they have them and that they are kept up-to-date
- Make sure that proper financial records are kept and that money is managed properly
- Make sure that annual accounts and reports are sent to the Charity Commission
- Understand their responsibilities as employers and make sure they know what they have to do
- Make sure that the chair, secretary and treasurer understand what they have to do and support them in these roles
- Oversee and make decisions for the long term good of the charity
- Act in a responsible way and understand that it is they not their employees that are responsible for the proper running of the charity

For more information and advice contact:

**Charity Commission**

[www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)  
0845 300 0218

**ACAS**

[www.acas.org.uk](http://www.acas.org.uk)  
08457 47 4747

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