



Basingstoke & Alton Cardiac Rehabilitation Charity

Role of the Trustee

Trustees are the governing body of Cardiac Rehab. This means they are company directors and charity trustees. The duties of trustees are well summarised in Charity Commission guidance which can be found at www.charitycommission.gov.uk

In summary, the role of a Cardiac Rehab trustee is as follows:

- With the help of the CEO (Chief Executive), to formulate and review regularly Cardiac Rehab's vision, values and long-term strategy as well as policies for their fulfilment
- To hold themselves accountable to Cardiac Rehab's stakeholders for the Board's decisions, the performance of the Board and the performance of Cardiac Rehab
- To set and agree targets and evaluate performance against them
- To oversee the management of Cardiac Rehab and its assets in the interests of current, potential and future beneficiaries
- To ensure that Cardiac Rehab complies with its governing document (ie its memorandum and articles of association) charity law, company law and other relevant legislation or regulations
- To exercise financial controls to ensure the financial stability of Cardiac Rehab
- To understand and accept the legal duties, responsibilities and liabilities of trusteeship
- To safeguard Cardiac Rehab's good name/reputation and assets and ensure the proper investment of Cardiac Rehab's funds
- To attend Board meetings/sub-committee meetings, scrutinise Board papers, challenge management on their content, contribute to the Board discussion, focus on key issues and accept collegiate decisions
- To follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the CEO
- Setting and confirming delegation of authority
- Identifying and managing risk

- To be a Company Director of Cardiac Rehab. This involves ensuring that Cardiac Rehab complies with company law. Trustees, as directors, have specific duties under the Companies Acts which include:
 - To act within powers
 - To promote the success of the company
 - To exercise independent judgement
 - To exercise reasonable care, skill and diligence
 - To avoid conflicts of interest
 - To not accept benefits from third parties
 - To declare interest in proposed transactions or arrangements

Trustees may also be asked to fulfil some wider roles including:

- Acting as ambassadors for Cardiac Rehab eg
 - Using trustee networks for the benefit of Cardiac Rehab
 - Advocacy through trustee contacts
- Fundraising
- Being a member of special purpose working groups or committees
- Mentoring senior members of staff
- Using their personal skills and experience for the benefit of Cardiac Rehab

Main duties of the Treasurer

The overall role of a Treasurer is to maintain an overview of Cardiac Rehab's financial affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained. This includes being accountable to the Chair and Trustees and being open to discussion and resolution.

In addition to the general responsibilities of a trustee, duties of the treasurer include the following.

- Chair the Finance, Governance and Buildings Committee (GFBC)
- Leading the GFBC in agreeing budgets, accounts and financial statements and then presenting these to the Board for approval.

- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Presenting financial reports to the board, working with the Finance Officer
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with the CEO and Finance Officer about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate investment policy
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities
- Ensuring that the accounts are prepared and disclosed in the form required by the Charity Commission, Companies House and funders
- Ensuring that the accounts are scrutinised appropriately by an independent examiner and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation

Person specification

In addition to the person specification for a trustee, the treasurer should have the following qualities:

- Either a fully qualified chartered accountant or equivalent financial qualification and experience
- Some experience of charity finance, fundraising and pension schemes

- The skills to analyse proposals and examine their financial consequences
- Being prepared to challenge and make unpopular recommendations to the board
- A willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good communication and people management skills

Time Commitment

Treasurer commits to regular attendance at Board meetings which are held 4 times a year and to attending 4 GFBC meetings a year.

Expenses

All Trustees are entitled to claim reasonable travel and subsistence expenses in carrying out their duties as outlined in the Volunteer Expenses Policy. This includes travel to and from meetings and food/refreshments at evening or weekend events. Any Trustee or connected person cannot be employed or receive payment from the charity or any other financial benefit other than reasonable agreed honorariums payments in line with the memorandum and articles of association.

Further information on the role of a trustee is contained in the <https://www.charitygovernancecode.org/en> code of charity governance

New Trustees will receive a Trustee information pack, an induction programme and also a Trustee 'buddy' will work with them in their initial period as a Trustee to help answer any questions they may have about the role or the charity. If appropriate, external training could also be arranged.