



Totton & Eling Community Association CIO Trustee Application & Induction Pack

Thank you for your interest in joining the Totton & Eling Community Association Board of Trustees

No-one understands better than yourselves, the vital role that Totton & Eling Community Association plays in helping people to stay independent, participate in the community and take part in social events.

1) What you will need to do

- a) The first thing that you should do is to get to know the Association well. You should know all about what makes it a charity and why it exists:
 - i) its purposes
 - ii) how it is trying to achieve them
 - iii) who it helps – the beneficiaries
- b) Clarity on these is essential to making a successful contribution to the charity as a trustee. They're also at the heart of how the charity promotes itself and accounts to the public.

2) Read our Constitution and 'Trustees Duties' document

- a) You will find our charity's purposes and the rules for how it must operate in the Constitution. Make sure you know and understand it, as it's one of the most important bits of information you will need.
- b) http://www.compark.co.uk/taeca/documents/CIO/CIO_Constitution.pdf
- c) <http://www.compark.co.uk/taeca/documents/TrusteeDuties.pdf>

3) Meet your fellow trustees

- a) Get to know them, because we are all collectively responsible and accountable for the overall management of the charity, including areas where you may not be directly involved. This relationship will be key to the Association's success. Even in times of challenge we encourage and respect each other.

4) You will be expected to know how we operate

- a) Pay particular attention to our finances:
 - i) how much money do we have?
 - ii) where is it held?
 - iii) where does it come from and what plans are in place for spending it?
- b) It is also important that you get to:



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- i) know what savings, property, or investments we hold,
- ii) know what commitments, contracts or debts we have,
- iii) visit our premises and talk to beneficiaries, volunteers, and staff,
- iv) ask for, and read, copies of our strategies, plans and policies

5) Make sure you are well informed about any key policies on areas such as risk, safeguarding and fundraising. Safeguarding is a priority for all charities, not just those working with groups traditionally considered at risk. As a new trustee you should take the time to read our safeguarding Procedures.

6) Expect to do these things soon

- a) Attend trustee (and possibly) management meetings,
- b) Trustee meetings are held at least quarterly,
- c) Meetings will be a necessary call on your time. It's important to prepare for them and use them to contribute your views and ideas. Use these occasions to make sure that the charity is on track and expect to be able to monitor its performance against plans and any key risks.
- d) Be prepared to ask questions, particularly on things you are unclear about to increase your knowledge.

7) Make decisions

- a) This is such an important part of your role. Some decisions will be straightforward, others more complex. Use our guidance to help you make sure your decisions are properly made, particularly when you are taking those more difficult strategic decisions, such as those affecting the charity's beneficiaries, assets or future direction.
- b) You should ensure that you have the information you need and that decisions are considered as a group. While some trustees may have specialist knowledge that you will want to rely on, be careful not to let any one individual dominate the actual decision-making process.

8) Put the Association's interests first

- a) At meetings and when making decisions – and in everything else you do for the charity – you must always put the charity's interests first. Be alert to those matters affecting the charity in which you personally may also have an interest – this could be a direct financial interest but also be more broadly a loyalty or commitment to another organisation or person.
- b) Where such conflicts of interest exist, they must be properly managed by
 - i) identify conflicts of interest when they arise,



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- ii) prevent them from affecting any decision that you and others make,
- iii) record how conflicts are handled,
- c) Getting this right is not just a matter of meeting legal requirements, it also shows integrity, honesty and openness about what we do and how we do it. These values influence the public's willingness to support us, and their trust and confidence that we are run for public benefit, not private interests.

9) You must get to know the main trustee duties.

- a) In almost any trustee activity or decision these duties will be relevant. We've summarised them in our graphic below.
- b) Here's practical action you can take, in your day to day role as a trustee.
- c) Always:
 - i) be clear that what you do supports our purpose and benefits the public,
 - ii) check that decisions you make are within the rules for our charity,
 - iii) ask yourself what's best for the charity and who it helps,
 - iv) satisfy yourself that the charity's funds, people and reputation are used sensibly and are protected from undue risk,
 - v) be prepared. Have the information you need, in the format you need, and set aside time to read it prior to meetings.



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Trustee Essential Duties

It's about knowing:



- what your charity can and can't do within its purposes
- how your charity is fulfilling its purposes and benefiting the public
- what difference your charity is really making

It's about being:



- familiar with your governing document
- up to date with filing accounts, returns and any changes to your charity's registration details
- aware of other laws that apply to your charity

It's not about being:

- an expert - but you do need to take reasonable steps to find out

It's about:



- making balanced, informed decisions
- recognising & dealing with conflicts of interest
- ensuring trustee benefits are allowed
- being prepared to question and challenge
- accepting majority decisions

It's not about:

- preserving the charity for its own sake
- serving personal interests



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It's about:



- managing risks, protecting assets (reputation) and people
- getting the resources your charity needs
- having and following appropriate controls and procedures
- dealing with land and buildings
- responsibility for, and to, staff and volunteers

It's about:



- using your skills and experience
- deciding when you need advice
- preparing for meetings
- getting the information, you need (financial, management)
- being prepared in case something does go wrong

It's about:



- meeting legal accounting and reporting requirements
- being able to show that your charity complies with the law and is effective
- being accountable to members and others with an interest in the charity
- ensuring that staff and volunteers are accountable to the board
- welcoming accountability as an opportunity not a burden



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Providing Personal Information

When you join the Totton & Eling Community Association board of Trustees you will be asked to provide the following personal information. This will be passed to the Charity Commission and then deleted from our records.

Your name and the date of your appointment will be made public See:-

<https://register-of-charities.charitycommission.gov.uk/charity-search>
enter

“Totton and Eling Community Association CIO” into the search box.

Go to “Trustees” to see the information shown for the other trustees.

The information that you will be asked to provide to the Charity Commission is;

- Title
- Given Names
- Family Name
- Suffix (e.g.MA etc.)
- Any other names that you have used
- Date of birth
- Full home address
- Telephone number
- Email Address
- Are you a trustee of any other registered charity
- Are there any reasons why your name should not appear on the public register