

Roles and responsibilities of a Trustee

Charity Trustees are individuals who hold ultimate responsibility for overseeing a charity and directing its management and operations. They ensure the charity pursues its purposes for the public good and remains compliant with the law.

At Canine Partners, our Trustees volunteer their time, bringing diverse experience and expertise to the Board. We aim to maintain 10–15 Trustees, who not only share their professional skills but also attend quarterly Board and subcommittee meetings, represent the charity at events, engage in networking, and act as ambassadors to raise awareness and enhance our profile. Many also support or lead specific projects, providing strategic input and hands-on involvement to drive key initiatives forward.

Key roles

- Governance and Strategy
- Set and review the charity's vision, mission, and strategic direction
- Ensure effective governance structures are in place
- Monitor performance against strategic goals

Legal and regulatory compliance

- Ensure the charity complies with its governing document (the Articles of Association), charity law, and other relevant legislation
- Submit annual reports, returns, and accounts to the Charity Commission (or relevant regulator)

Financial stewardship

- Oversee the charity's financial health
- Approve budgets and monitor financial performance
- Ensure proper accounting records are maintained and financial controls are in place

Risk management

- Identify and manage risks to the charity's operations, reputation, and assets
- Ensure appropriate insurance and safeguarding measures are in place

Accountability and transparency

- Act in the best interests of the charity and its beneficiaries
- Avoid conflicts of interest and declare any potential conflicts
- Ensure transparency in decision-making and reporting

Support and oversight

- Appoint and support the Chief Executive and SLT
- Provide constructive challenge and guidance to the leadership team
- Ensure the charity has the resources (human, financial, and material) to meet its objectives

Summary

- **Duty of Care:** Use reasonable care and skill in your role
- **Duty of Loyalty:** Always act in the charity's best interests
- **Duty of Compliance:** Follow the law and the charity's governing documents
- Being a trustee is a rewarding way to contribute to a cause you care about while developing valuable skills in leadership, governance, and strategy