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Insurance Brokers

## RESPONSIBILITIES OF A CHARITY TRUSTEE

Trustees are the people in charge of the Charity and play a vital role, working together to make important decisions about the charity's work.

The trustees have a responsibility to be the guardian of the charity, to lead, decide on how it is run and have its wellbeing at the core of every decision that is made.

### The key responsibilities of a trustee include;

- Attending and participating in board and committee meetings
- Remaining true to its constitution and relating activities to this purpose
- Developing strategic plans in line with objectives
- Ensuring the charity has the funds it needs and spends these wisely and appropriately
- Complying with both Charity and Company law where appropriate
- Representing the Charity in the press
- Submitting annual reports and accounts to the Charity Commission where required
- Seeking external professional support if needed, e.g. solicitors, accountants, etc.



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The responsibilities of a trustee can be quite daunting and although rare, things can go wrong. It is important to have strong risk management procedures in place to help minimise any risk to the trustees and to the charity. This means spending time identifying, assessing and recording the risks associated with the charity activities and taking measures to minimise these risks.

It is also important for the Charity to arrange Trustee Indemnity insurance. We have written a separate article on this specialist insurance cover.



If you would like to discuss your insurance requirements, please contact Ian Stone:

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