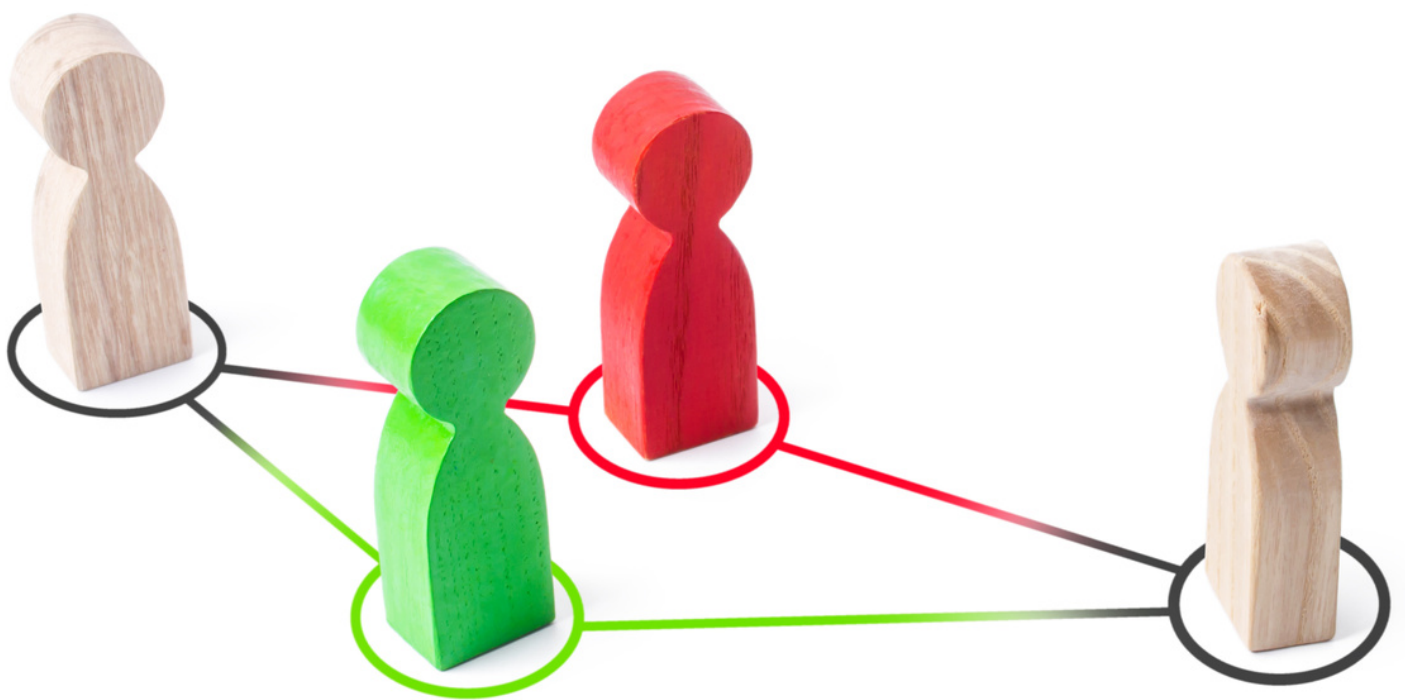


# SO, YOU WANT TO BE A TRUSTEE



HERE'S WHAT YOU NEED TO KNOW.

**Interlink**  
Orthodox Jewish Voluntary Action

# 1. Who can be a charity trustee?

Trustees may be anyone who:

## 18

Is at least 18 years old (16 for a charitable company or CIO)



Has no record of misconduct, fraud or removal from a previous charity post



Will sincerely care about the charity's work and has the necessary skill sets, time and energy to support it to realise its vision

Trustees cannot be paid for their governance of the charity, to avoid any possibility of private benefit from charitable funds.

# 2. What is a charity trustee?

Trustees are the people who share ultimate responsibility for governing a charity and directing how it is managed and run.

This includes:

- legal duties; and
- recommended practices

to keep the charity compliant and well-run.

# 3. How many trustees should I have?

You should have a minimum of 3 trustees, ideally more. You need enough trustees to run the charity effectively. Trustees should be unconnected to each other and have a good range of skills. It is also important to keep your board small enough to arrange meetings easily, as trustees must meet several times a year.

# 4. Can I be paid to be a trustee?

No. Trustees may not be employed by the charity or benefit financially in any way. This would cause a conflict of interest.

Trustees have a duty to act in the best interest of their charity, and personal gain may influence their decisions.

## 5. What are a trustee's legal duties?



### ENSURING THE CHARITY CARRIES OUT SERVICES FOR PUBLIC BENEFIT.

Trustees must ensure that the charity's activities accord with the charity's objects, as stated in its governing document. This requires a clear understanding of its objects and its plans, and how they confer public benefit. Incorrect use of funds may lead to a Charity Commission investigation with which the trustees will need to cooperate.



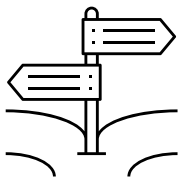
### COMPLYING WITH GOVERNING DOCUMENT.

Trustees must ensure that the rules laid out in the governing document of their charity are followed, such as statements about meetings, changing of objects, or the possibility of charity closure.



### COMPLYING WITH CHARITY LAW.

Trustees must ensure that proper financial records are maintained and that annual accounts are accurate and filed on time. These requirements will vary according to the charity model and its size.



### ACTING IN THE CHARITY'S BEST INTERESTS.

Trustees must make reasonable, informed decisions in the charity's best interests, considering long and short-term results. They also must keep the interests of the charity separate from their own interests, both financial and others. Conflicts of interest should be identified and avoided. Consequently, trustees and their close relatives should not receive any monetary benefit from the charity.



### MANAGING CHARITY RESOURCES RESPONSIBLY.

Trustees must make sensible decisions about their charity, such as avoiding risks to charity assets, not over-committing the charity, and taking care if/when investing or borrowing.



### ACTING WITH REASONABLE CARE AND SKILL.

Trustees should actively invest their skills and experience in the charity, but be able to demonstrate that they seek professional advice where needed.

For more information, email: [admin@interlink-foundation.org.uk](mailto:admin@interlink-foundation.org.uk) or visit:

[www.interlink-foundation.org.uk](http://www.interlink-foundation.org.uk)

For more in-depth guidance on good charity governance, read the Charity Governance Code:

[www.charitygovernancecode.org/en/front-page](http://www.charitygovernancecode.org/en/front-page)

Our **Before You Start** training covers important topics that trustees, administrators and anyone involved in running a charity needs to be aware of. Find out more here:

[www.interlink-foundation.org.uk/before-you-start](http://www.interlink-foundation.org.uk/before-you-start)