

## **Friends of Plas Dol y Moch: Committee of Trustees**

### **Overall Purpose**

The board of trustees are jointly and severally responsible for:

- the overall governance and strategic direction of The Friends
- ensuring its financial health
- ensuring the probity of its activities
- developing the organisation's aims, objectives and goals in accordance with the constitution.

All trustees should be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity. For example, all trustees should be able to read the financial accounts to a level that they can ask questions and comprehend answers of a general nature.

It will be desirable to have trustees who have skills in finance and IT, who are currently working in schools or the Centre, those who have relevant experience, shown commitment and have already made a positive contribution to assist the development of The Friends and any patrons, sponsors or benefactors.

### **Trustee Responsibilities**

- To ensure that The Friends, and any representatives of the board, function within all legal and regulatory requirements applicable, and in line with the organisation's governing document, continually striving for best practice in governance.
- To maintain the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in The Friends.
- To take appropriate professional advice in all matters where there may be a material risk to The Friends, or where the trustees may be in breach of their duties.
- To determine the overall direction and development of The Friends through good governance and clear strategic planning.
- To avoid any personal conflict of interest.
- To manage and use the resources of The Friends, so as to optimise its potential.
- To ensure that robust systems are in place for internal financial control and the protection of The Friends' funds and assets.
- To undergo any identified induction and ongoing training in order to remain alert to, and aware of, the duties and responsibilities of Trustees, and of the environment in which the committee operates.
- To achieve the purpose of The Friends and to actively pursue the Friends' objectives.

## **Main Duties**

- Ensuring that The Friends complies with legislative and regulatory requirements, acts within the confines of its governing document and in furtherance to the objectives set out in the constitution.
- Acting in the best interest of The Friends, its beneficiaries and any future beneficiaries at all times.
- Maintaining regular attendance at and active contribution to the scheduled meetings of the Committee of Trustees.
- Promoting and developing The Friends in order for the organisation to grow and maintain its identified benefits and recognising the situation when it may be more appropriate to wind the charity up where there is no longer a need for The Friends to provide the services it does or because the charitable objectives are no longer relevant to current circumstances.
- Maintaining sound financial management and control of The Friends' resources.
- Ensuring the effective and efficient administration of The Friends and its resources, striving for best practice in good governance.
- Acting as a counter-signatory on all financial transactions/ applications for funds.
- When required, to maintain absolute confidentiality about all aspects of the trustees' business, bearing in mind the over-riding legal obligations placed upon trustees.