

BRIGHTER FUTURES | Trustee Induction Pack

Introduction

Welcome and thank you for your interest in becoming a trustee of Brighter Futures.

The following information should help you get an understanding of the roles and responsibilities of a trustee and how the committee operates.

In the first instance you should read the Charity Commission Guide – *The Essential Trustee – What You Need to Know*. A copy will be located within yourOneDrive files or can be viewed online at:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

As a Trustee the commitment and energy you display will make a direct difference to the charity and everyone it helps. Your time and support will help Brighter Futures change lives for the better in Rhyl and the surrounding area.

Being a trustee can be hard work and it's unpaid. The Trustees have the ultimate responsibility for running the charity, property, finances and the employment of our staff and volunteers, but you're not alone in doing this, it's a team effort.

Being a trustee is also immensely rewarding, providing both expected and unexpected opportunities for personal development, and while you bring your skills and energy to running the charity, you will also find you are gaining new experience and knowledge.

You will help plan the strategic future of the charity and its work, be involved in developing and managing staff/volunteers and make policy decisions for the charity. You will also ensure we remain accountable to our funders, beneficiaries, the Charity Commission and our community.

But you won't be on your own. You'll be joining a team of Trustees who have a shared passion to help our community have a Brighter Future!

Effective trustee boards need a range of people with a good mix of skills. The best boards are also diverse, with people who have a real understanding of the needs to be met and others with good financial, business and management experience. We also want people with lived experience and those with a strong connection to our community, the rewards of working with, and learning from, people from different backgrounds and skills will, we hope to be a great experience.

We hope anyone that joins Brighter Futures Committee will enjoy making a difference to Rhyl and to supporting us to deliver on our charitable objectives.

As you read the charity commission guidance, you'll learn much more about your responsibilities and about the many sources of help and support available to you.

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The Essential Trustee

6 main duties



Trustee duties and responsibilities

The duties of a trustee are as follows.

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the venue manager and staff

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Person specification

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind and ask questions
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team

Special expertise:

- To attend meetings, and to read papers in advance of meetings
- To attend sub-committee meetings as appropriate
- To participate in other tasks as arise from time to time
- Good, independent judgement
- To keep informed about the activities of the organisation

Good Trustee Guide

You should also make sure you are familiar with the Good Trustee Guide which explains trustees' roles in more detail and gives guidance on running a healthy board. This guide can be found within your OneDrive files or can be viewed online at:

[Good Trustee Guide — NCVO Knowhow](#)

The board of trustees will have collective skills and experience in the following areas:

- setting targets, monitoring and evaluating performance
- financial management
- knowledge of Rhyl and its people
- fundraising
- recruitment and personnel management
- safeguarding
- marketing
- computers and information technology

The Trustee board seeks to maintain a membership that has a wide-ranging level of experience so that the committee as a whole has the skills and experience to draw upon in its governance and decision-making roles. (We will also rely in some cases on external advice and guidance)

At your first meeting you will be given the contact details of the other trustees in order that you may contact them independently. You will also be able to gain an insight into the specific skills and experience individual members have so that you can seek guidance from individual members if required.

Role of the honorary officers

The 'honorary officers' comprise a Chair, Secretary and Treasurer. The roles of Chair and Treasurer are particularly important. The honorary officers are usually elected by the members of the board of trustees who ensure the effective running of the Board and that it is able to meet its obligations and responsibilities.

Unless the board has explicitly delegated decision-making powers to the honorary officers, they should act in an advisory capacity and take care to report their activities to the full board to prevent the other trustees feeling excluded by, the inner group. The governing document may give the honorary officers specific roles, functions and responsibilities.

Chair

The role of the Chair extends well beyond chairing the meetings of the board of trustees. The Chair has to take a leadership role in ensuring that the board of trustees fulfils its responsibilities for the governance of the organisation. S/he must also work closely with the employees to support them in achieving the aims of the organisation, and act as the channel of communication between trustees and staff.

In addition to the general responsibilities of a trustee, duties of the Chair include:

- Providing leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes in order to provide greater public benefit
- Chairing and facilitating board meetings
- Giving direction to board policy-making
- Checking that decisions taken at meetings are implemented
- Bringing impartiality and objectivity to decision-making
- Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
- Developing the board of trustees including induction, training, appraisal and succession planning
- Addressing conflict within the board and within the organisation, and liaising with the trustees, venue manager and staff to achieve this
- Where staff are employed:
 - o Leading the process of supporting and appraising the performance of the venue manager
 - o Sitting on appointment and disciplinary panels

Person specification

In addition to the person specification for a trustee, the chair should have the following qualities.

- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidence.
- Knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and other networks.

Secretary

The role of the secretary is to support the chair by ensuring the board functions smoothly. The secretary may carry out their duties directly or delegate them to a member of staff and ensure that they have been carried out.

In addition to the general responsibilities of a trustee, the duties of the secretary are as follows.

- Preparing agendas in consultation with the chair and circulating them and any supporting papers in good time
- Making all the arrangements for meetings (arranging for equipment and refreshments, organising facilities for those with special needs, etc)
- Receiving agenda items from other trustees/staff
- Checking that a quorum is present
- Taking minutes (or being responsible for them being taken) and circulating draft minutes to all trustees
- Ensuring that the minutes are signed by the chair once they have been approved
- Checking that trustees and staff have carried out actions agreed at a previous meeting
- Circulating agendas and minutes of the annual general meeting and any special or extraordinary general meetings (where required)
- Fulfilling the functions of a company secretary if these responsibilities have not been delegated to a member of staff
- Sitting on appraisal, recruitment and disciplinary panels as required

Person specification

In addition to the person specification for a trustee, the secretary should have the following qualities.

- Organisational ability
- Knowledge or experience of business and committee procedures
- Minute-taking experience, if this is not being delegated to staff

Treasurer

The overall role of a Treasurer is to maintain an overview of the organisation's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained. In charities without paid staff, the Treasurer may take a greater role in the day-to-day finances of the organisation.

In addition to the general responsibilities of a trustee, duties of the treasurer include the following.

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Preparing and presenting financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate investment policy
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required

Person specification

In addition to the person specification for a trustee, the treasurer should have the following qualities.

- Financial qualifications and experience
- Some experience of charity finance, fundraising and pension schemes
- The skills to Analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the board

Organisation Structure



Code of Conduct

Our organisation's code of conduct is located within your OneDrive files.

Indemnity

Our Charity has a comprehensive indemnity insurance policy to protect Trustees from liability in connection with their activities as Trustees, provided always that they have acted honestly, reasonably and in good faith. This policy is located within your OneDrive files.

Expenses

All reasonable expenses incurred in the course of your duties as a Trustee will be reimbursed on receipt of an evidenced claim and in accordance with the Charities expenses policy.

Meetings

Meetings ordinarily take place at the Brighter Futures Building located at 34 Wellington Road. Meetings are planned in advance and wherever possible take place after 5pm to take account of Trustee availability.

Email Address and use of PC's, Tablets or other electronic devices

As a Trustee you will be provided with a Brighter Futures email address and details which will allow you to use the PC's, networks and printers in the building. All official business on behalf of the charity should be conducted using the Brighter Futures email address you will be allocated. Trustees are bound by the Internet usage policy which is located within your OneDrive files.

Your OneDrive files

Documents located within your cloud storage include

- Governing document (Constitution)
- Set of recent Committee papers, minute, notes and dates of next meetings
- Terms of reference for Committee, any sub or working groups
- Annual reports and accounts
- Policy documents including equal opportunities and financial controls
- Insurance Policy Documents
- Monthly Activity reports
- Trustee Induction Pack
- Job descriptions and person specifications of trustee and officers
- List of current trustees and contact details

Access to OneDrive

As a Trustee you will be provided with a Brighter Futures email address that will enable you to access the Trustee Folder within our OneDrive. Your email address also doubles as a Microsoft Account which entitles you to access Microsoft Office 365 Premium.

To access OneDrive, go to www.onedrive.com then enter your email address and password (your password will be issued to you by the Chief Officer within 7 days of joining the charity).

Minimum Commitment

As a Trustee you will be committing yourself to attending and actively participating in 4 (four) meetings per year, Trustee meetings are held at the Brighter Futures building, Meetings can be attended in person or remotely via Microsoft Teams.

2025 Meeting Dates: Trustee governance meetings

14th January 2025 (Tuesday) from 5pm

8th April 2025 (Tuesday) from 5pm

8th July 2025 (Tuesday) from 5pm

7th October 2025 (Tuesday) from 5pm

There will be an additional meeting sometime in November (AGM)

Optional Commitment

As a Trustee can attend a monthly Trustee meetings on the first Tuesday of every Month at 5pm, the agenda of these meetings change depending on current priorities and needs of the Charity.

Finance Committee (Treasurer) Role and Responsibilities

A charity finance committee or treasurer will advise trustees on their financial responsibilities, may chair the finance/audit committee and liaise with professional advisors, such as auditors. In small charities, the role will be much more hands on, perhaps including routine finance duties, such as budgeting and preparation of reports. You can download charity finance terms of reference and various finance policies by logging in to Charity Excellence.

- Oversee the charity's finances to ensure its regulatory and legal responsibilities met and comply with charity accounting practice.
- Oversee the annual budget (and risk plan) and that charity accounts are prepared and the key issues and risks reported to the trustee board in a timely and effective manner.
- Monitor and report on the financial health of the charity at regular board meetings.
- Lead in the development and implementation of finance policies, such as reserves, cash handling and systems of internal control.
- Liaise with external auditors or advisors, if applicable.

Secretary to the Board - Role and Responsibilities

A secretary is often a charity trustee who supports the board, often by taking on the administration and compliance, preparing for board meetings, taking meeting minutes and coordinating/organising other meetings. However, the secretary may also be a member of staff or even someone external paid to fill the role. Where a charity is a company, the secretary has additional duties under company law and common law in his or her capacity as a company secretary, for example preparing and filing annual returns. We have guides on [charity meetings](#) and [AGMs and EGMs](#).

- Liaising with the chair and trustees in arranging meetings, agendas and papers, taking minutes and administration of meetings and record keeping.
- Ensure the board is aware of its responsibilities in respect of the legal and regulatory requirements of governing documents, charity law, company law, etc.

- Manage and facilitate the induction and training of new trustees.

Safeguarding Committee Role and Responsibilities

For a more detailed guide to charity trustees safeguarding responsibilities, see our Safeguarding policy.

- Supporting the Board is creating a safeguarding culture where everyone feels able to raise concerns, if they feel the need to and is confident that these will be dealt with properly and promptly.
- Ensuring that trustees are aware of and follow the charity regulator and any specialist regulator's guidance.
- Ensuring the charity board has an up-to-date safeguarding policy that everyone is made aware of and is applied consistently.
- Ensuring that the correct DBS checks and any training required is undertaken, kept up-to-date and records properly maintained.

Fundraising Committee Role and Responsibilities

For more on fundraising regulatory requirements and trustee responsibilities for fundraising, see our guide to [fundraising regulation and law](#). We also have a guides to [fundraising training courses](#) and [encouraging trustees to be actively involved in fundraising](#) and you can download fundraising development committee terms of reference and a range of fundraising policies by logging in.

- Ensure that the trustees are aware of their statutory obligations for fundraising and actively encouraging them to support fundraising activities.
- Working to ensure that the charity has up-to-date policies that are applied consistently to ensure fundraising is ethical, effective and complies with regulatory guidance.
- Leading on creating a fundraising culture across the charity that reflects this.
- Providing oversight of fundraising finances to ensure that activities are adequately funded in the budget and income forecasts are prudent and regularly updated.

Property Committee Role and Responsibilities

You can download property committee terms of reference from the governance questionnaire.

- Ensuring that legal and regulatory obligations are understood and complied with.
- Oversight of the ongoing maintenance programme and related contracts to ensure property is well maintained, safe and works well for those using it.
- Ensuring that there are capital maintenance estimates and timescale and these are provided for in the strategy and reserves.
- Oversight of equipment and property asset schedules and write offs.
- Leading on building related budget items and oversight of expenditure on property issues.

Key Information

Brighter Futures is a CIO (Charitable Incorporated Organisation)
Charity Registration No. 1191535

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