



The Role of Trustee in the Organisation

Summary

Trustees work as part of a board that has overall responsibility for the performance of the organisation i.e. its effectiveness in terms of delivering the objectives of the charity, its strategy and direction, its role as an employer, its financial stability and its compliance with the requirements of both the law and best practice.

The role of trustee is voluntary and there is no remuneration beyond the reimbursement of legitimate expenses and the reward of making a positive difference to the future of people whose lives have been decimated by the ravages of war and conflict.

Time Commitment

Trustees are expected to attend 6 board meetings a year of 2 hours duration plus the Annual General Meeting. Board meetings currently take place on Wednesdays at 7pm. They are hybrid meetings with attendance online and in person. Trustees are encouraged to attend in person when possible.

In addition to formal meetings, there will be work taken on by individual trustees or working groups of the board and occasional board development events which trustees should attend. Attendance at key RSG promotional events will now and then be asked of trustees. It is also a requirement that trustees participate in email dialogue about the development of the organisation.

There is a lot more to being a trustee than simply attending board meetings, important though that is. Potential trustees need to think carefully about the time commitment.

Key Aspects of the Role

1. Being an active and constructive participant in board meetings, which requires reading and digesting the paperwork before attendance.

Additionally, there is a requirement to engage in trustee discussions that take place outside of board meetings.

2. Willingness to participate in working groups/committees.
3. Agreeing a business plan for the charity, which charts the way forward over the coming years to deliver the best possible support to asylum seekers and refugees in the charity's area.
4. Agreeing an annual budget and monitoring the income and expenditure of the charity to make sure it stays within budget.
5. Developing plans with the Chief Executive for income generation that will ensure the sustainability of the organisation beyond the current year of operation.
6. Being responsible for the staff, both employees and volunteers, making sure they have the skills, training & resources to carry out their roles and that their welfare at work is maintained.
7. Ensuring that the Refugee Support Group develops as an inclusive organisation that is open to the involvement of people who are under represented in public life or who experience discrimination.
8. Developing and reviewing policies that ensure compliance with the law and best practice. Key areas are employment, health and safety, data protection and confidentiality, equal opportunities and the safeguarding of children and vulnerable adults.
9. Ensuring that the organisation is informed by and responds to the needs and experiences of asylum seekers and refugees.
10. Acting as ambassador for the charity when in contact with stake holders, partner organisations and the public by raising awareness of its work and the challenges being faced by refugees and asylum seekers.

Further guidance on the role of trustee is available in the Charity Commission's publication "The Essential Trustee":
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1171397/CC3_feb20.pdf
