

HOW TO... LEARN THE ROPES AND BE AN EFFECTIVE TRUSTEE

Complete the available **online training** –
*Essential Information for Executive
Committee Members*

Find a **MENTOR**. Ask your Line Manager about who
might be most suitable if you're unsure.

GETTING STARTED

- Contact the Secretary for the minutes of the previous few meetings – gives you a feel for the discussions that are had
- Get a copy of the agenda and carry out any required reading for the meeting in good time beforehand
- Ask the Treasurer or Chair about the local expenses policy

WHO'S WHO?

THE CHAIR

- Leads the meeting
- Works closely with the relevant commissioner
- Makes sure the meeting stays on track, and that everyone meets their obligations as a Trustee
- Oversees the setting of the agenda – if you would like anything added, contact them to ensure it has a chance to be discussed

WHO'S WHO?

THE SECRETARY

- Provides administrative support to the Chair
- Sends out the agenda, minutes of previous meetings, and relevant supporting documents
- Contact for backdated copies of documents, or if you are unable to attend a meeting

WHO'S WHO?

THE TREASURER

- Manages and monitors the financial activities of the charity
- Contact for any requests to do with the creation of a budget for projects – which are then approved by the whole Executive Committee
- If you need to claim any expenses, the Treasurer usually processes these

THE ROLE OF A TRUSTEE

- Ensure your charity is carrying out its purposes for the public benefit
- Comply with your charities' governing document (POR) and the law
- Act in your charity's best interests
- Ensure your charity is accountable
- Manage your charity's resources responsibly
- Act with reasonable care and skill

Don't be afraid to **ASK QUESTIONS**. The other Trustees will be happy to quickly update you on anything.

JARGON BUSTER

Here are some of the most common terms used in meetings. If you are unsure about a term/abbreviation used in a meeting, **SAY SO** – you aren't expected to know everything all at once!

- Accounts – show the charity's financial situation
- Action Points – a list of tasks that need to be completed
- AGM – Annual General Meeting. The year and accounts are reviewed
- Constitution – the rules that the Executive Committee must follow. Also found in POR
- Minutes – produced by the Secretary to capture the meeting's key discussions and action points
- Sub-Committee – a smaller committee who carry out specific tasks for the Executive Committee
- AOB – Any Other Business. At the end of the meeting, to discuss urgent items not on the agenda

MORE INFORMATION

- This document only has the absolute basics
- To find out more, search for 'A Guide to Executive Committees for Young People' or contact Mark, the County Youth Commissioner, on youth@durhamscouts.org.uk

