

## The Role and Duties of Trustees in ALT

The main duties and activities of Trustees are outlined below.



### 1. The general duties as the Trustee of a charity like ALT are to:

- Ensure that the organization complies with its governing documents, charity and company law and other relevant legislation or regulations.
- Ensure that the organization pursues its objects as defined in its governing document.
- Ensure that the organization applies its resources exclusively in pursuance of its objects.
- Give firm strategic direction to the organization; setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Safeguard the good name and ethos of the organization.
- Ensure the effective and efficient administration of the organization.
- Appoint the chief executive officer and monitor his/her performance.

### 2. Specific activities of Trustees in ALT include the following:

- Attending meetings of the Central Executive Committee (normally three per year).
- Participating in policy discussions and the production of consultation responses.
- Contributing to the drafting and monitoring of the strategy for ALT – the 2005-2008 version of this is at [http://www.alt.ac.uk/docs/ALT\\_strategy\\_20060223.pdf](http://www.alt.ac.uk/docs/ALT_strategy_20060223.pdf).
- Chairing sub-committees of ALT (currently Membership Services, Publications, Research, and Further Education Committee) or task groups which are set up from time to time.
- Helping to promote the Association.

### 3. Nominees for Trustee Positions should be aware that:

- Trustees in ALT personally hold legal and financial responsibilities on behalf of the charity.
- Trustees are governed by English Law as it relates to Charity Trustees and work in line with the Charity Commission Guidelines (see <http://www.charity-commission.gov.uk/> )
- ALT's permanent staff are appointed into the employ of Oxford Brookes University so the Trustees do not hold direct responsibility as an employer.
- ALT provides indemnity insurance for its Trustees, in keeping with good practice for the management of charities.

## Contact

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