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/](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

Association for Learning Technology
Gipsy Lane, Headington
Oxford OX3 0BP.
Tel: 01865 484125  Fax: 01865 484165  Email: alt@brookes.ac.uk
www.alt.ac.uk

ALT is registered charity no. 1063519.