



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 documents.
- ◇ Ensure that the organization applies its resources exclusively to the pursuit 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 the 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 p.a.).
- ◇ Participating in policy discussions and the production of consultation responses.
- ◇ Contributing to the drafting and monitoring of the ALT Strategy (for the 2014-17 Strategy see <http://repository.alt.ac.uk/2330/>).
- ◇ Chairing ALT Operational Committees (currently Membership Development; Committee for Communication and Publications; Committee for FE and Cross-Sector Engagement) 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 limited legal and financial responsibilities on behalf of the charitable incorporated organisation.
- ◇ 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.

ALT is a registered charitable incorporated organisation, charity number 1160039

Name:

Signed:

Dated: