

Job Description for the Board of Trustees

Purpose:

The Trustee Board is a team of volunteers who work together to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance. Effective Trustee Board governance helps our volunteers deliver fantastic programmes that give young people skills for life.

Who is in the team:

- Chair
- Treasurer
- Other volunteers are automatically Trustees because of their roles in Scouts:
 - Group/District Lead Volunteer
 - District Youth Lead

Tasks for the whole team:

All Trustees are equally responsible, but they might choose to split tasks between them.

Trustees work together to make sure the Group or District:

Manage money well.

- Have enough money for now and in the future.
This means having a reserves policy and making sure fundraising takes place if needed.
- Have a budget in place.
Trustees then agree how to manage the budget with the other members of the volunteer team.

Follow Scout policies and relevant legislation.

- Follow [POR](#), [key policies](#) (including [safety](#), [safeguarding](#), [data protection](#), and [equality, diversity and inclusion](#)) and charity regulations.
- Follow employment law, and act as a responsible employer in line with Scout values if staff are employed. Make sure effective line management is in place for each staff member, which can be delegated to others.
- Create the Trustees [Annual Report and Statement of Accounts](#) and have the accounts checked and signed-off by an [appropriate person](#).
If a registered charity, then it needs to be shared with the charity regulator.
- Hold an Annual General Meeting (AGM).

Looking after buildings, insurance and property.

- Look after records of ownership of property and equipment.
- Have the right insurance for people, buildings and equipment.
- Make sure buildings and equipment are in good order.

Manage risks.

- Maintain a risk register and put the right risk mitigations in place.

Help the charity to operate well, today and in the future.

- Work with District or Group Lead Volunteers to meet the charity aims.
- Champion [Our Volunteering Culture](#) and make sure volunteers are aware of it, reflect on it, commit to it, and apply it in their teams.

In carrying out the above, Trustees also:

- Keep a record of Trustee Board meetings and complete any actions that are agreed.
- Run [open selection processes for appointing Trustees](#).
- Co-opt Trustees onto the Board if they need people with particular skills or knowledge.
- Get expert advice, if needed. This could be on health and safety, managing money, buildings, equipment, or employment.
- Network with other Scouts Trustees to share knowledge and experience.

Allocated tasks:

Chair

- Lead the Trustee Board
- Plan when Trustee meetings should take place and decide [what to talk about at each meeting](#).
- Lead at the Trustee Board meetings and at the Annual General Meeting (AGM).
- Liase with Lead Volunteers.
- Lead [recruitment for new Trustees](#).
- Support other Trustees by organising inductions, checking to see how they are getting on, and carrying out adult reviews.

Treasurer

- Looks after the finances, such as making sure all fees are collected and payments are made.
- Share details of income and spend with other Trustees.
- Make sure [Gift Aid](#) is being claimed.
- Make sure proper accounts are kept and draw up plans for finance and investment if appropriate.

What is means to be a Trustee and where to get support:

Trustees are part of an important team. You can find out more about the legal aspects of being a [Trustee in England and Wales](#). It is also covered in the [Trustee introduction module](#).

You can visit the Scouts website to find out more [information about being a Trustee](#) or talk to other local Trustees to get support.

Each Group and District is a separate charity, whetherer registered with the charity regulator (Charity Commission) or unregistered as a charity by exemption.

Note: any other specific tasks are to be agreed with the District or Group Lead Volunteer.

