



Trustee Role Description

Role Summary

The strict role of charity trustees is to oversee the Governance of the charity. They are responsible for the general control and management of the charity, ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

The fun role of a Bike for Good trustee is to spread their love of cycling into the organisation and the rest of the world, to be ambassadors of fun, love and positivity.

Your real role is to change lives through cycling - be the change!

1. Main Responsibilities of the Trustee

Charity trustees are part of the governing body of the charity. Being a charity trustee gives you an opportunity to use your skills, experience and knowledge for the benefit of charity, and can also offer you ways to develop new skills.

The duties and responsibilities of charity trustees can be summarised into 4 key areas:

Ensuring compliance

Trustees must:

- Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.
- Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objectives set out there.
- Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.
- Act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets.

Duty of prudence

Trustees must:

- Ensure that the charity is and will remain solvent.
- Use charitable funds and assets reasonably, and only in furtherance of the charity's objects.
- Take special care when investing the funds of the charity, or borrowing funds for the charity to use.
- Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.

Duty of care

Trustees must:

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

Duty of love

Trustees must:

- Make the organisation fun to work with
- Ensure positivity and pro-activity at all times
- Love bikes! Love cyclists and non-cyclists, love Glasgow and Scotland, and above all, love themselves.

Further information on the responsibilities and duties of charity trustees is available in the OSCR website.

2. Expenses

Trustees cannot receive direct or indirect benefit from a charity unless authorised by the charity's governing document, legislation or the Charity Commission. The key principle behind trusteeship is that it is an unpaid role for the benefit of the charity and society at large. However, trustees are entitled to claim expenses associated with their role as trustees such as travel expenses associated with trustee business.

3. Time Commitment

Trusteeship provides further guidance on the considerations and value of trusteeship.

- The Board meets 6 times a year, usually in Glasgow, 2 hours meeting followed by social time (drinks or food outing, or a ride)
- From time to time, the trustees should be available to attend and represent the charity at events, meetings in the day and evening times.

- You will also be asked to attend a subgroup: H&S, strategy, finances , or any other relevant subgroup.
- Your time commitment should be approximately 20 hours per month.