

Trustees' duties at a glance

Time commitment

The Network's board meets every six weeks. Dependent on organisational need this is subject to change, with prior notification.

In addition the organisation hosts at least six Network-wide meetings during the year (i.e. every other month), which board members are asked to attend.

As a board member you may be involved in specific areas of work, e.g. communications, policy, finance, chair or vice chair, which will require additional time commitment.

Board members also represent the network at strategic meetings i.e. Local Care Networks, Clinical Commissioning Group meetings, Equalities, Engagement & Communications meetings and other relevant external events.

Being a board member is voluntary role. The organisation is however able to reimburse reasonable travel expenses where the trustees represent or act on behalf of the organisation.

Experience, Expertise and Skills

The organisation welcomes candidates with a range of skills, experience and knowledge to enhance those of the exiting board and an interest in the health and social care agenda.

Before you start, make sure you are eligible to be a trustee

- a. You must be at least 16 years old to be a trustee
- b. You must be properly appointed following the procedures and any restrictions within the organisation's governing document.
- c. You must not act as a trustee if you are disqualified under the Charities Act, if you:
 - have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
 - are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor
 - have been removed as a company director or charity trustee because of wrongdoing

Our charity purpose is for the public benefit

You must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- a. ensure you understand the charity's purposes as set out in its governing document (a copy can be found on the website <https://lppgn.org.uk>)
- b. plan what your charity will do, and what you want it to achieve
- c. be able to explain how all of the charity's activities are intended to further or support its purposes
- d. understand how the charity benefits the public by carrying out its purposes

Comply with our governing document and the law

You must:

- a. make sure that the charity complies with its governing document
- b. comply with charity commission and companies house law requirements and other laws that apply to your charity

Act in our best interests

You must:

- a. do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- b. with your co-trustees, make balanced and adequately informed decisions, thinking about the long term, as well as the short term
- c. avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- d. not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

Manage our resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- a. make sure the charity's assets are only used to support or carry out its purposes
- b. avoid exposing the charity's assets, beneficiaries or reputation to undue risk
- c. not over-commit the charity
- d. take special care when investing or borrowing
- e. comply with any restrictions on spending funds or selling land

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

Act with reasonable care and skill

As someone responsible for governing a charity, you:

- a. must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- b. should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings