

# Trustee Board

## Purpose

The Trustee Board is a team of volunteers who work together, as charity trustees, 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's in the team

- Chair
- Treasurer
- Trustees

Other volunteers are automatically Trustees because of their roles in Scouts:

- Group / District / County Lead Volunteer
- District / County Youth Lead

## Tasks for the whole team

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

### Trustees work together to make sure Groups, Districts, and Counties:

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 it's needed.
- Have a budget in place. Trustees then agree how to manage the budget with other volunteer teams.

Follow Scouts 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 Trustees Annual Report and Statement of Accounts](#).
- Have Statement of Accounts audited [by an appropriate person](#) before the Annual General Meeting. If they're a registered charity, they'll need to share it with the charity regulator.
- Hold an Annual General Meeting (AGM).

Look 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 working well.

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 Lead Volunteers to meet their 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:**

- Make sure effective administration is in place to support the work of the Trustee Board.
- Make sure records of Trustee Board meetings are kept, 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 Board meetings should take place, and decide [what to talk about at each meeting](#).
- Lead Trustee Board meetings and the Annual General Meeting (AGM).
- Liaise with Lead Volunteers.
- Lead [recruitment for new Trustees](#).
- Support other Trustees by organising inductions, making [reasonable adjustments](#) (where needed), checking in to see how they're getting on, and carrying out annual reviews.

### Treasurer

- Look after finances, such as making sure Groups / Districts / Counties are collecting all membership fees and making all payments.
- Share details about income and spend with other Trustees.
- Make sure [Gift Aid](#) is being claimed.
- Make sure proper accounts are kept and draw up policies on finance and investment.

## What it 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, whether you're in [England and Wales](#), [Scotland](#), or [Northern Ireland](#). It's also covered in the [Trustee Introduction module](#).

You can visit the Scouts webpage to find out more information about [being a Trustee](#), join the [Managers and Trustees in Scouting Facebook page](#), or talk to other local Trustees to get support.

Each Group, District and County is a separate charity, whether or not the Group, District and County is registered with a charity regulator.

All Scout Trustees are covered by [Trustee Indemnity Insurance](#).