



Information about being a trustee



Trustees are people who help decide

- what Club Soda do
- how we do it
- and how our money is spent.

Trustees do not get paid.

Who can be a trustee?



You must be over 18 years old.

You should have the skills, knowledge and experience to help run Club Soda well.



Skills help you do things well.

Knowledge is what you know and understand.

Experience means you have learnt from things you have done before.

Becoming a trustee



An Advisory group gives help and advice to a charity. The Club Soda **Advisory Group** decides who becomes a trustee.

The Board of Trustees must also be happy with the new trustee. They are in charge and responsible for all decisions by the charity.

You can be a trustee for 3 years.

If you want to be a trustee again then you **must not** be a trustee for a year.

Year 1

Year 2

Year 3

The Trustee Board



Trustees are part of the Trustee Board. This is a group of people who are all trustees.



The job of the Trustee Board is to

- look after Club Soda
- and decide what work it should be doing.

Jobs of trustees

1. Planning and making decisions



Trustees work with the Director, Advisory Group and staff.



- Trustees make sure the constitution is right for what Club Soda plans to do and how it wants to do it.

A **constitution** is the aims and rules for running the charity.



- Trustees look at what Club Soda services are needed. They see if services need to change.



- Trustees make sure Club Soda
 - has a plan for the future – a **vision**
 - knows what it is here to do – a **mission**
 - knows what is important about how it works – **values**
 - has a plan for what it wants to do – **strategy**.

2. Checking how well Club Soda works



- Trustees check that Club Soda does what it says it will. They check how well it is doing this.



- Trustees check that the work of Club Soda makes a good difference.

3. Looking after money



Trustees make sure equipment and things Club Soda own are kept safe and used properly.

Trustees look after Club Soda's money. They make sure bills are paid and they do not owe money.



Trustees make sure there is a plan to raise money for the work Club Soda does.

4. Following the law



Trustees make sure that Club Soda follows all the rules it needs to.



Trustees makes sure that Club Soda follows all health and safety rules for

- staff
- volunteers
- and putting on events.

5. Governance



The trustees try to make sure Club Soda is run well. Trustees do this by making sure there are good rules in place. This is called governance.



The Director and the Advisory Group make sure the Trustee Board has a good mix of skills and experience.

This helps make sure Club Soda is run well.

6. Trustee Board meetings



- The Trustee Board meet 3 or 4 times a year. The Director, staff and service users come to some meetings.



- Trustees go to the Club Soda Annual General Meeting every year. At this meetings we talk about the activities and **accounts** of Club Soda. Anyone with an interest in our work can come to the meeting.

Accounts show all the money that has come in and gone out during the year.



- If a trustee cannot go to a meeting they must let the Secretary know.



- To make decisions at a Trustee Board meeting there must be enough trustees there. This is called a quorum.

Our quorum is whatever the bigger number of people is.

- EITHER 3 charity trustees
- OR 1 out of every 3 trustees.



- An agenda is a list of things trustees need to talk about. The agenda is made by the Director and the Chair of the Trustee Board. The job of the Chair is to run the meeting.

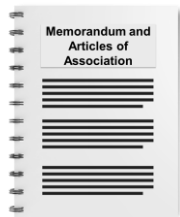


- The Secretary and Chair write the minutes of Board meetings. Minutes tell you
 - what was said
 - what was agreed to be done by who and when.



- The Director and staff will tell everyone who need to know about what has happened at Trustee Board meetings.

For more information



Memorandum and Articles of Association are written rules about running the company. They will give you more information about how Club Soda works.



New trustees will be given

1. A copy of the Club Soda constitution
2. A copy of the Club Soda Annual Report and accounts.



An **Annual Report** is a yearly report on activities and finances.