



# Kilmuir Community Trust (SCIO)

## Board Responsibilities Policy

### Statement of Intent

This policy provides guidance to the responsibilities of the Board of Trustees of the Kilmuir Community Trust.

### Safeguard and promote the values and objectives of Kilmuir Community Trust.

- Understand, be committed to, and promote the aims, values and strategic objectives of Kilmuir Community Trust
- Seek to ensure that Kilmuir Community Trust acts in a manner which is consistent with its charitable purposes
- Ensure that Kilmuir Community Trust's activities provide public benefit

### Determine the strategy and structure of Kilmuir Community Trust

- Work with staff and members to develop the strategic and organisational work plans
- Monitor and evaluate plans to ensure there are effective structures of governance, management and operation of services
- Ensure that Kilmuir Community Trust operates in an effective, responsible and accountable manner

### Ensure the effective functioning of the Board.

- Learn about Kilmuir Community Trust, its work and the roles and responsibilities of Trustees
- Create and review policies governing the behaviour of trustees and of Board business
- Recruit new trustees with appropriate skills and experience as required to reflect the membership and the wider community
- Set up sub-groups as required specifying delegated responsibilities and powers
- Provide ongoing training to the Board and its members to help fulfil duties
- Ensure conflicts of interest are identified, declared and handled in accordance with policy and the constitution
- Prepare for and attend Board meetings, contribute constructively to discussions and decision making. Board meetings are held in Kilmuir every month or as required
- Develop and maintain constructive working relationships with other trustees, staff, volunteers, members and funding bodies
- Keep informed of issues which affect Kilmuir Community Trust and enhance and protect its public image
- Review Board effectiveness on a regular basis



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### Follow financial and legal duties.

- Ensure good accounting practices with quality controls are in place
- Create policies to manage and protect organisational assets and property
- Approve the annual financial statement and budget and monitor spending
- Ensure payments to all who provide services or goods to Kilmuir Community Trust follow the constitution. Arrange recovery of monies if constitution contravened
- Ensure that Kilmuir Community Trust is accountable to and complies with any direction, requirement, notice or duty imposed on it by virtue of the law

### Support staff management and development.

- Approve policies and procedures to recruit, support and develop staff, and safeguard the interests of the organisation
- Recognise staff responsibilities and provide policy and procedures to safeguard staff, service users and the interests of the organisation
- Maintain and review internal controls and performance reporting

### Support volunteer management and development.

- Approve policies and procedures to guide volunteer recruitment and management and safeguard the interests of the organisation
- Recognise volunteer duties and provide policy and procedures to safeguard volunteers, staff, service users and the interests of the organisation
- Maintain and review delegated volunteer duties, internal controls and performance reporting

### Charity Trustee Duties and Responsibilities.

All “Directors” as charity trustees have legal duties and responsibilities under the **2005 Charities Act**.

- You must act in the interests of the charity and take due care and diligence
  - You must do what is best for Kilmuir Community Trust and its beneficiaries,
  - You must put the needs of Kilmuir Community Trust before the needs of any other organisation that you are involved with, either in a personal or professional capacity
- You must seek in good faith to ensure the charity operates in a manner consistent with its purposes and the law
  - You must always act honestly and reasonably (“in good faith”) when acting for Kilmuir Community Trust and make sure that the activities advance its charitable purposes
  - You should understand Kilmuir Community Trust’s memorandum and Articles of Association and ensure the rules in the governing document are followed



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- **You must act with care and diligence.**
  - When you are dealing with Kilmuir Community Trust's affairs, you should do so as carefully as you would if you were looking after someone else's affairs, for example a relative or a friend
  - You must make sure that Kilmuir Community Trust's assets are used to advance its charitable purposes
  
- **You must manage any conflict of interest between Kilmuir Community Trust and any person or organisation who appoints trustees.**
  - where an issue/ duty prevents the charity trustee from putting the interests of Kilmuir Community Trust first they must:
    - Disclose the conflict to and not participate in any discussion or decision on the matter
  
- **Keep up to date Kilmuir Community Trust's details on the Scottish Charity Register**
  - You must make sure OSCR hold the latest information about Kilmuir Community Trust and advise them of any changes
  
- **Report to OSCR when making changes to Kilmuir Community Trust**
  - If you want to make any changes to Kilmuir Community Trust, you must seek OSCRs at least 6 weeks (42 days) before you plan to make the proposed change. Changes that need consent are:
    - Changing the name of the charity
    - Winding up or dissolving the charity
    - Amending the objects or purposes of the charity
    - Amalgamating the charity with another body
    - Applying to the court to change purposes, amalgamate or wind-up.
    - Changing your charity's legal form
  
- **Ensure Kilmuir Community Trust keep accurate and relevant financial records and reporting, including:**
  - A statement of account, including a report on its activities, at the end of each financial year, this must be independently examined or audited
  - Send a copy of the accounts, along with the annual return, to us, the Scottish Charity Regulator
  - Accounting records must be retained for at least six years. Other laws or funding arrangements might require you to keep records for longer



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- **Take control of how Kilmuir Community Trust raises funds.**
  - You must make sure that anyone who professionally raises funds for the charity has an agreement that says how much they will get paid to do it
  
- **Providing information to the public**
  - You must state Kilmuir Community Trust's charity's name and Scottish charity number (**SC050251**) on the website home page and all external documents, like letters, emails, adverts, posters, invoices and other publications
  
  - You must give a copy of your governing document and/or the latest examined or audited accounts to anyone that asks for them. The reason a person asks for a copy of these documents does not matter; provided it is a reasonable request, you must give them a copy

### **Contact:**

Website: [www.kilmuircommunitytrust.co.uk](http://www.kilmuircommunitytrust.co.uk)

Email: [kilmuircommunitytrust@gmail.com](mailto:kilmuircommunitytrust@gmail.com)

Address: Kilmuir Community Trust , Kilmuir Hall, Kilmuir, Isle of Skye, IV51 9YS

**Date Created: 10/10/2020**

**Next Review date: October 2025**

**Date Authorised by Board: October 2020**