



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



Kilmuir Community Trust (SCIO)

Board Responsibilities Policy

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



Kilmuir Community Trust (SCIO)

Board Responsibilities Policy

- **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



Kilmuir Community Trust (SCIO)

Board Responsibilities Policy

- **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:

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