St. Radigunds Community Centre Co. Ltd.

Role & Responsibilities of our Charity Board and Trustees

The Board of Trustees (Board) of St. Radigunds Community Centre Co. Ltd. is a body of elected or appointed individuals (Board Members) who jointly oversee the organisation's activities. It is a registered Charity and a company limited by guarantee (not for profit). The Board shall contain a minimum of 2 and a maximum of 9 Trustees/Directors. The standard term in office is three years for a maximum of three consecutive terms. Board meetings take place approximately every 6 weeks, in-person at St. Radigunds Community Centre, Poulton Close. Dover CT17 0HL. The time commitment is approximately 5-10 hours per month. Board membership of is a voluntary position for which no remuneration shall be paid at any time. Board members are entitled to reimbursement of vouched expenses for travel to or from meetings related to the discharge of their duties as a Director/ Trustee.

**The Board:**

● Provides leadership

● Sets the mission and upholds the Charitable objectives of the organisation

● Strengthens and upholds the reputation of the organisation

●Develops, resources, and monitors the strategic plan

● Ensures all the legal obligations placed on the organisation are met

● Supports the centre management in their role running the organisation on a day-to-day basis

● Monitors the financial accounts of the organisation ensuring transparency and diligence

**The Trustees role is to:**

● Take a full and active part in Board meetings, ad hoc meetings, and charitable events

● Act as ambassadors for the organisation as required

● Not allow individual Board members to dominate debates or exercise undue influence

\*Comply with the Charity’s governing documents and the law

● Act with reasonable care and skill in the best interests of the Charity

● Manage the assets of the charity appropriately

● Make appropriate investment decisions

● Ensure that Charity Commission regulations are followed

● Ensure that proper accounts of all budgeting, income and spend, assets and liabilities are kept

● Ensure that the Charity prepares and submits its financial accounts to the Charities Commission

● Ensure that mismanagement, misappropriation, or misconduct is brought to the attention of the Board

Further information is available at [www.gov.uk/publications/the-essential-trustee](http://www.gov.uk/publications/the-essential-trustee)