



Group Trustee Board Team Description

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

The Group Lead Volunteer is automatically a Trustee because of their roles in Scouts.

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 the Group:

Manages money well

- Has enough money for now and in the future. This means having a reserves policy and making sure fundraising takes place, when it is needed.
- Has a budget in place. Trustees then agree how to manage the budget with other volunteer teams.

Follows Scouts' policies and relevant legislation

- Follows The Scout Association's [Policy, Organisation and Rules](#) (including key policies such as safety, safeguarding, data protection, and equality, diversity and inclusion), and charity regulations.
- Undertakes training as required by the Scout Association: [Learning requirements of adult volunteers](#)
- Creates the Trustees Annual Report and Statement of Accounts.
- Has the Statement of Accounts audited by an appropriate person before the Annual General Meeting.
- Completes the annual return required by the Charity Commission, the charity regulator for England and Wales.
- Holds an Annual General Meeting (AGM).

Looks after buildings, insurance and property

- Looks after records of ownership of property and equipment.
- Has the right insurance for people, buildings, and equipment.
- Makes sure buildings and equipment are working well.

Manages risks

- Maintains a risk register and put the right risk mitigations in place.

Helps the charity to operate well, today and in the future

- Works with Lead Volunteers to meet their charity aims.
- Champions Our Volunteering Culture, and makes 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 Trustees in Scouting to share knowledge and experience.

Specific 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 the Group is 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.

Time commitment

The Trustee Board of 21st Romsey Scout Group meets five or six times a year, plus an AGM which is normally held in July. Between the meetings tasks are allocated, balancing the Group's needs with the skills and availability of the Trustees. Trustees are also required to undertake some on-line learning, which provides background knowledge and enables them to work more effectively.

Eligibility

The Charity Commission determines who is eligible to be a Trustee (with few exceptions most people can be): [Who can be a trustee](#) . Trustees are required to undergo Disclosure and Barring (DBS) checks.

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 in [England and Wales](#) . 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.

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