



Chinnor Village Hall Trustee Responsibilities

Trustee Responsibilities

Chinnor Village Halls (CVH) Trustees are responsible for the overall management of CVH. They must ensure all is well run and that its activities are aligned with its purpose as outlined in its governing document. CVH Constitution

- A Trustee should not receive any benefit from CVH unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner
- A Trustee should ensure the charity's assets are only used to support or carry out its purposes
- A Trustees must act responsibly and honestly, managing the charity's resources and funds with care.
- A Trustee has a need to comply with any restrictions on spending funds.
- A Trustee should be fully conversant with all financial transactions as well as having sight of and approving expenditure

As someone responsible for governing a charity, you:

- As a Trustee should use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- Allow sufficient time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings by: -
 - **Advancing the charity's purposes:** Trustees should focus on advancing the charity's objectives and ensuring they are carried out for public benefit.
 - **Compliance with legal requirements:** Trustees must comply with charity law and other applicable laws, including maintaining the charity's registration and financial records.
 - **Acting in the charity's best interests:** Trustees must make decisions that benefit the charity
 - **Managing conflicts of interest:** Trustees must declare and manage any potential conflicts of interest that may affect their decision-making.