



## The Trustee Board

### Purpose

The Trustee Board is a team of volunteers who work together, as charity trustees, to make sure the Scout Group 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

Other volunteers are automatically trustees because of their roles in Scouts:

- Group Lead Volunteer

### 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 its money well

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

Follow Scouts policies and relevant legislation

- Follow [POR](#), [key policies](#) (including [safety](#), [safeguarding](#), [data protection](#), and [equality, diversity and inclusion](#)), and charity regulations.
- [Create a Trustees Annual Report and Statement of Accounts](#).
- Has the Statement of Accounts independently examined [by an appropriate person](#) before the Annual General Meeting.
- Hold an Annual General Meeting (AGM).

Look after insurance and property

- Look after records of ownership of property and equipment.
- Have the right insurance for people and equipment.
- Make sure the equipment is cared for and works well.

Manage risks

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

Help the Group to operate well, today and in the future

- Work with the Lead Volunteer to meet the Group's charity aims.
- Champion [Our Volunteering Culture](#), and make 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 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 or equipment.
- Network with other Scouts trustees to share knowledge and experience.

## **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.

Each Scout Group is a separate charity, whether or not the Group is registered with the Charity Commission.

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

June 2024