

St Albans U3A

Terms of Reference for a U3A Trustee

Role Description:

To be a member of the St Albans U3A Executive Committee, jointly with the other members of the Committee directing and co-ordinating the activities of the U3A consistent with its members' wishes and compliant with the requirements of the Charity Commission and Third Age Trust.

Key Responsibilities and Accountabilities:

as a Trustee and Member of the Executive Committee

1. to accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up;
2. to ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.
3. to ensure that the charity does not breach any of the requirements or rules set out in its governing documents and that it remains true to the charitable purpose and objects set out there;
4. to comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity;
5. to fully commit to the Third Age Trust Code of Conduct for Trustees;
6. to act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets;
7. to ensure that the charity is and will remain solvent;
8. to use charitable funds and assets reasonably, and only in furtherance of the charity's objects;
9. to avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk;
10. to take special care when investing the funds of the charity, or borrowing funds for the charity to use;
11. to use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient;
12. to consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties;
13. to submit an annual budget as appropriate to the Treasurer;
14. to communicate with members via appropriate channels;
15. to attend Executive Committee meetings and provide reports as required on activities;
16. to be responsible, as necessary, for a Sub-Committee or Team comprised of St Albans U3A members.