

## **Trustee Policy**

### **Recruitment**

1. Trustees must be members of the Friends and new trustees are typically recruited and appointed from within the membership, principally those who are engaged in volunteer activities. The roles are usually advertised.

### **Induction**

2. As part of their induction new trustees receive a copy of the Constitution and Rules, the latest annual report and financial statements, the Charity Commission guidance "The Essential Trustee" and other relevant management papers.
3. Prospective trustees are required to complete a declaration that they are willing to act as a trustee, understand the Friends' objectives and are not prevented from serving through disqualification.

### **Expenses**

4. The Friends makes no payments to trustees other than reimbursement of reasonable expenses incurred by them, wholly, necessarily and exclusively for the Friends.

### **Conflict of interest**

5. Trustees are required to act in the best interests of the Friends as a whole. Trustees must not allow any personal interests, or the interests of people or organisations connected to them, to influence these decisions.

Trustees are required to declare to other trustees the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Friends or in any transaction or arrangement entered into by the Friends which has not previously been declared.

A trustee must absent himself or herself from any discussions of the trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the Friends and any personal interest. The trustee in question must not take part in any related decision or vote or be counted in the quorum. Any conflicts of interest will be recorded stating what the conflict was, who or what it affected, when it was declared and how it was managed.

### **Serious Incidents**

6. A serious incident is an adverse event, whether actual or alleged, which results in, or risks, a significant loss of charity money or assets, damage to charity property, or harm to the work of the charity, its beneficiaries or reputation.

Trustees are required to report any serious incidents to the Chairman and the Honorary Secretary to ensure that the trustees can ensure action is taken to prevent or minimise any further harm, loss or damage, report to the Charity Commission and take any other necessary action.

## **Trustee Role**

1. Trustees of the Friends of Richmond Park must:
  - (i) ensure the Friends is carrying out its purposes for the public benefit;
  - (ii) comply with the Friends constitution, its rules and the law;
  - (iii) act in the best interests of the Friends;
  - (iv) ensure the Friends is accountable;
  - (v) manage the Friends resources responsibly; and
  - (vi) act with reasonable care and skill.
2. The trustees are all volunteers. The Friends Code of Conduct, Volunteering and Safeguarding policies therefore all apply to trustees.
3. The Trustees meet collectively six times a year in alternate months.
4. Trustees typically lead on one or more activities of the Friends.