



# Top ten tips for charity trustees



1.

## Know your governing document

Most of the information you need to know about your charity will be covered in the governing document, which will also cover many of the powers you have as a trustee.



2.

## Understand your legal duties

As a trustee, you are responsible for ensuring the organisation complies with charity law. You will also need to be aware of your other legal duties, such as health and safety and employment legislation.



3.

## Act in the best interests of the charity at all times

Your decisions will impact current and future beneficiaries. Think about how your choices will enable the charity to achieve its charitable purposes.



4.

## Protect your charity's brand

Actively work to protect your charity's reputation, ensure all the services and activities are safe for consumers.



5.

## Keep an eye on the financials

Ensure the charity is solvent and has a business plan that is sustainable and viable in delivering results for your charity's users.



6.

## Put effective controls in place

Monitor, review and revise internal financial and administrative controls to ensure they are effective and appropriate for your charity.



7.

## Agree the strategic direction of the charity

Plan how the charity will achieve its charitable aims and stick with it. But don't be afraid to review that plan regularly and change it when necessary.



8.

## Identify the risks to the charity

Protect your assets and resources with insurance. Take appropriate action to reduce all other significant risks.



9.

## Act with integrity

Remember, your charity depends on public trust and donations. Ensure you maintain public trust and operate in an ethical manner.



10.

## Enjoy the experience

Trusteeship requires time, enthusiasm and commitment. Make sure you can provide what's required and, most importantly, make sure you stop and enjoy your time as a trustee.

As the body for governance professionals and company secretaries, ICSA is supporting charities to develop the highest standards of governance. With over 125 years' experience, we provide a wealth of resources to help you with your charity governance including training, events, qualifications and guidance.

Find out more at [www.icsa.org.uk/charityresources](http://www.icsa.org.uk/charityresources)



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