

Horshader Community Development

Project Evaluation Group

Roles and Responsibilities

Charity volunteers and trustees carry the same duty of care towards the Trust. They are expected to act together as a board or committee to realise the values and purposes of the charity and to comply with legislative and regulatory requirements. They have a collective general duty of care for the charity.

A charity trustee/volunteer must:

- Act in the interests of the charity
- Seek, in good faith to ensure that the charity operates in a manner that is consistent with its objects and purposes
- Act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person

Acting in the interests of the charity:

- Charity trustees/volunteer are expected to put the interests of the charity before their own interests or those of any other person or organisation

Overall the principal duty of a charity trustees is to ensure that the charity is administered effectively, and is able to account for its activities and outcomes both to OSCR and to the community.

Checklist of key duties of a PEG Member:

1. Act in the interests of the charity:

- Put interests of charity first
- Declare any conflict of interest and do not take part in any discussion or decision if there is an irreconcilable conflict of interest between the charity trustee and any person responsible for their appointment
- Manage conflict of interest of fellow charity trustees and take steps to remove charity trustees in serious or persistent breach of their duties

2. Operate in a manner consistent with the charity's purpose:

- Ensure that all activities of the charity fall within the charity's purposes
- Ensure charity adheres to its constitution or governing document

3. Act with care and diligence:

- Ensure charity is run properly, responsibly and lawfully
- Act as guardians of the charity's assets
- Ensure the charity is solvent
- Ensure board of trustees are 'fit for purpose' and the charity trustees are working together

4. Confidentiality:

- Ensure that all business which comes before the group remains confidential and is not discussed out with the group or the Board of Directors
- Ensure that all papers relating to business are left in the office for shredding

5. Equality:

- Horsham Community Development has an Equal Opportunities Policy, please familiarise yourself with this and adhere to it at all times
- All business must be conducted in a fair and transparent way

