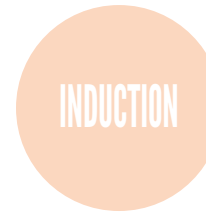




TRUSTEES' WEEK 2013  
4-10 NOVEMBER



Monday 4 November   Tuesday 5 November   Wednesday 6 November   Thursday 7 November   Friday 8 November

# WHAT

Decision making goes to the very heart of your role as a Trustee. Every decision you make with your co-Trustees will influence how your charity performs and the work that it does.

When making decisions, you must act within your powers and follow any rules (as laid down in your constitution), act in good faith and only in the best interests of the charity. You must also manage any potential conflict of interest between your personal interests and those of the charity.

# WHY

Failing to comply with charity law and your governing document may lead to decisions being invalid and having to be reversed. In some cases it could expose the charity to legal action and the Trustees to personal liability. In extreme cases the Charity Commission may become involved.

As a Trustee you need to be independent and constructively challenge and question proposals. Trustees who simply defer to the wishes of others on the Board, however important, may be failing in their duty to act independently. However, the principle of collective responsibility means you do not all have to agree all of the time.

# HOW

- Follow the procedures in your constitution setting out how meetings are to be held and decisions made. Make sure all decisions are taken and followed collectively (even if you do not all agree). Only make decisions that are within the range that a reasonable trustee body could expect to make.
- At all times make sure you are fully informed of the background to proposals. Consider the key relevant factors such as: cost, value, complexity, potential controversy, impact and urgency.
- Ensure that you have checked your conflicts of interest policy and have declared and managed any conflicts appropriately.



CC3 The Essential Trustee: What you need to know  
[http://www.charitycommission.gov.uk/media/94159/cc3\\_lowink.pdf](http://www.charitycommission.gov.uk/media/94159/cc3_lowink.pdf)

CC10 Hallmarks of an Effective Charity  
<http://www.charitycommission.gov.uk/media/93827/cc10text.pdf>

Conflicts of Interest  
<http://goo.gl/QtCMpq>

It's your decision: charity trustees and decision making  
<http://goo.gl/yUCM9y>

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