A TRUSTEE’S ROLE AND RESPONSIBILITIES
PREVIEW TRANSCRIPT

Introduction to the course

Hello and welcome to this trustee role and responsibilities Studyzone course.

My name is Dan Francis, I am the governance consultant at NCVO. My work focuses on supporting voluntary organisations with governance reviews, improving board performance and trustee training.

I will be leading this training course on trustee roles and responsibilities.

You should watch this course if you are a trustee or thinking about becoming a trustee, or if you regularly work with a trustee board. This course is designed to offer an overview of trustee’s governance responsibilities and can be treated as an induction for new trustees or as a refresher for those who have served on or worked with boards for some time.

Governance is the process by which decisions are made – and it’s central to the success of any organisation. In charities, the board has ultimate responsibility for the organisation and so it is key that trustees understand their governance responsibilities and consider how best to implement these.

This course is made up of four sections:

1. Trusteeship in context – In this section we offer you an introduction to the voluntary sector, its breath, how it’s funded and how it’s regulated.

2. Trustee role and legal duties – In this section we will look at the role of trustees, explore how boards should operate and outline key legal responsibilities of trustees.

3. Trustee liability and legal forms – In this section we will look at the various legal forms which charities can take and what this means for trustees. We will then explore areas where trustees are exposed to liability and how this can be limited. We will finish this section, like the others, by suggesting some key questions which any trustee should ask.

4. Board leadership – In this section we look at the board’s role in leading the organisation to deliver its purpose, we define the difference between governance and leadership, and look at the relationship between staff or volunteers and the board.
By the end of this course you should have:

- a basic overview of the voluntary sector
- an understanding of the key legal responsibilities of trustees
- an understanding of the different legal structure that charities can take
- an understanding of the liabilities of trustees and how these can be limited
- knowledge of how the board should best operate alongside staff and volunteers of the organisation.

We’ll also point you towards some useful resources throughout the course.

Join us for part one where we’ll start by looking at trusteeship in context, by exploring an overview of the voluntary sector.