

## **Burton Street Foundation**

### **What it means to be a Trustee at BSF**

The Trustees of the Burton Street Foundation must ensure that the organisation pursues its objectives as defined in its Constitution, which are to undertake any activity that benefits the community. Trustees must act in the best interests of the Foundation at all times and declare any potential conflict of interest.

#### **Duties**

Working together, individual trustees are expected to contribute their professional and general management skills to the Foundation, through its committees and sub-committees, in a non-executive role, to:

- ensure compliance with the Foundation's governing documents and the law
- ensure the Foundation complies with the requirements of the Financial Conduct Authority (FCA) as to keeping financial records, the audit of accounts and the preparation and transmission of documents to the FCA
- ensure the Foundation is carrying out its purposes for the public benefit
- monitor the work of the executive to ensure effective and efficient use of the Foundation's resources, the solvency of the Foundation and the safeguarding of its assets
- assist in the formulation of strategy and policy
- oversee the Foundation's activities, evaluating performance against agreed targets
- make sure proper records are kept of all proceedings at general meetings, meetings of trustees, reports of committees and professional advice obtained
- set the structure and framework for the pay and conditions of service for all staff
- appoint and manage the performance of the senior executive officer
- serve on committees as determined from time to time
- act as an ambassador for the Foundation, representing BSF at meetings and functions as appropriate

#### **Commitment**

Trustees are required to:

- act with reasonable care and skill, and in accordance with the Foundation's values
- comply with the Foundation's rules, regulations and standing orders
- attend at least eight of the monthly meetings in each year
- make themselves available to the Chief Executive and / or senior staff for support and guidance on specific issues on a regular or ad hoc basis
- keep informed about the activities of the Foundation and the wider issues affecting its work
- attend training and planning events as required
- confirm in writing their willingness to serve as a trustee
- complete an annual register of interests
- embrace principles consistent with good practice for public service as set out in the Nolan Report and follow the Nine Qualities Code of Conduct for Trustees (see below).

#### **Period of Office**

Trustees are normally appointed for a period of 3 years at the end of which time they may stand for re-appointment. Should a trustee wish to resign from office within the three-years, notice should be given to the Chair in writing at least 4 weeks in advance.

#### **Remuneration and Expenses**

Membership of the Board is not accompanied by any financial remuneration.

## **Skills and experience**

Trustees are expected to have a commitment to the communities served by BSF, and a good balance of skills. Knowledge or experience drawn from any of the following categories may be particularly useful and helpful:

- knowledge and / or experience of issues relating to social and economic exclusion, in particular the challenges faced by people with learning difficulties and / or physical disabilities
- a good understanding of and commitment to equity, equality, diversity and inclusion
- knowledge and / or experience of the voluntary and community sector as a volunteer, officer or participant in activities
- experience in a specific business discipline such as finance, law, human resources, IT, social care, property management
- active links within the community

## Principles for Public Office - the Nolan Principles

Trustees are expected to undertake their duties as a member of the Board of the Foundation, embracing the following principles:

- **Selflessness**  
Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- **Integrity**  
Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- **Objectivity**  
In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability**  
Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness**  
Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty**  
Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership**  
Holders of public office should promote and support these principles by leadership and example.

## The Nine Qualities Code of Conduct for Trustees

(ARVAC – the Association for Research in the Voluntary and Community Sector)

All Trustees of the Burton Street Foundation should strive to:

- be committed to the *purpose, objects* and *values* of the organisation
- be constructive about other *trustees'* opinions in discussions, and in response to staff members' contributions at meetings
- be able to *act reasonably and responsibly* when undertaking such duties and performing tasks
- be able to maintain *confidentiality* on sensitive and confidential information
- be supportive of the *values* (and ethics) of the organisation
- understand the importance and purpose of *meetings*, and be committed to preparing for them adequately and attending them regularly
- be able to *analyse* information and, when necessary, *challenge* constructively
- be able to make collective decisions and stand by them
- be able to respect boundaries between *executive* and *governance* functions