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**Proposed CIO Trustee Roles & Responsibilities:**

**Chair**

**Treasurer**

**Company Secretary** (could be a staff member)

**Legal & Governance** (could be an external adviser supported by Co Sec)

**Fundraising, Community & membership**

*Help manage relationships with all interested parties e.g., Sponsors, local community, existing grant makers, members and deputise for Centre Director or Chair where needed with Cornwall Council, Arts& Culture team. Support staff in managing membership income.*

**Key Performance Indicator (KPI)** – *Annual meet, greet and communication plan (in partnership with PR & Comms below) for all major supporters plus community fundraising proposals (excluding major capital grants) Plan may action other Trustees, staff or suitable volunteers.*

**Public Relations & Communications**

*Creating strong lines of communication both internal (staff, volunteers, members) and external; supporters, sponsors, media.*

**KPI** – *An annual communications plan (may be implemented by staff and volunteers)*

**HR & volunteers**

*Working with comms & health & safety leads to ensure a happy, healthy environment for all*

**KPI** – *Annual volunteer recruitment and training plus staff review plans (may be implemented by staff and volunteers)*

**Safeguarding**

*Ensure best practice in all things safeguarding ensuring compliance with stakeholder requirements on the topic, keep Trustees up to date with appropriate legislation or regulations. Must be a Safeguarding Practitioner.*

**KPI** – *Lead an annual safeguarding review* *(may be implemented by external advisers)*

**Facilities & Operations (inc Health & Safety)**

*Focussed on the physical assets, land, property etc including on site H&S*

**KPI** – *Work with Centre Director to create a funded annual maintenance plan and longer term plans for capital works grant applications. Annual H&S review (may be implemented by external advisers)*

**Youth Representative**

*Link with SYTC and the wider youth community*

**KPI** – *Bringing the wishes and voice of the younger community to board meetings*

**Trustees may be involved in more than one of the areas of responsibility above. Also some roles fall under the aegis of all Trustees e.g. arts and education, financial stability, ensuring best use of the Sterts assets, strategic planning to name but a few.**

*Voice of ‘affordable arts for all’ and advocates for the youth community. Devising long term aims for Sterts & developing plans to achieve those aims.*

**KPI’s** – *work with programming lead to create a balanced events programme year on year to meet the charity’s aims, develop long term plans for growth iaw Cornwall Council KPI*

**Specific Charity Roles**

**Chair**

The chair is a trustee with a specific role on the board. The chair is elected or appointed to this role as set out in the charity’s governing document. The role of the chair is to chair meetings of the trustee board.

Additional roles of the chair sometimes include:

* supporting and supervising the head of staff or chief executive and acting as a channel of communication between board and staff
* acting as a figurehead for the charity (for example, representing it at functions, meetings or in the press).
* leading on the development of the board and ensuring its decisions are implemented.
* taking urgent action (but not decision making unless authorised) between board meetings when it isn’t possible or practical to hold a meeting.

The roles above are not exclusively roles of the chair.

**Vice-chair**

Some boards have the specific role vice-chair the trustee board. The vice-chair is elected or appointed to this role as set out in the charity’s governing document.

The vice-chair’s role varies from charity to charity. In some charities the vice-chair acts as a deputy for the chair, taking on the chair’s role when the chair is absent. In others the vice-chair is the ‘chair in waiting’ or ‘chair designate’ and will take over the chair’s role in the future.

The vice-chair can only take on specific roles if they have been authorised to do so. This authorisation might be set out in the governing document or related procedure or agreed by the other trustees in a role description or some other document.

*Support for chairs and vice-chairs*

*The Association of Chairs offers support and networking for the chairs and vice-chairs of nonprofit boards. Their Chairs Compass guide aims to help chairs to find and maintain direction, to map the terrain they are likely to encounter, and to provide them with helpful signposts. They have also produced A Question of Balance – a guide to the chair and chief executive relationship.*

**Treasurer**

The treasurer is a trustee with a specific role on the board. The treasurer is elected or appointed to this role as set out in the charity’s governing document.

The treasurer can only take on specific duties if they have been authorised to do so. This authorisation might be set out in the governing document or related procedure, or agreed by the other trustees in a role description or some other document.

Generally the treasurer helps trustees carry out their financial responsibilities. They might do this by:

* presenting financial reports to the board in a format that helps the board understand the charity’s financial position
* advising the board on how to carry out its financial responsibilities
* liaising with professional advisors
* overseeing the preparation and scrutiny of annual accounts
* (in small charities) taking on some or all day to day financial duties, such as book-keeping, budgeting and preparation of reports.

The work of the treasurer can vary significantly from charity to charity and in particular between small and large charities. Many guides exist to assist treasurers of different types and sizes of charity understand and carry out their role.

*Support for treasurers*

*The Honorary Treasurers Forum offers support and networking for those who take the role of Treasurer on non-profit boards. They publish the free Honorary Treasurer's Handbook. The Forum also run regular meetings, provide updates and briefings, carry out research and produce other helpful publications.*

**Company secretary**

Many companies limited by guarantee appoint a company secretary. The company secretary’s role is generally to ensure that the charity complies with the requirements of company law.

Company secretaries may also execute legal documents for the charity if authorised by the board.

It is no longer a legal requirement to appoint a company secretary unless the governing document specifically requires one. However, charitable companies can consider amending their governing document to remove the requirement.

In charitable companies employing staff, the role of company secretary is commonly assigned to a member of staff.