



What does a trustee do?

- Helps make sure The Hamlet abides by the law
- Is financially stable
- Remains true to its core purposes
- Uses its resources (money, premises and staffing) properly and in line with those core purposes
- Is managed properly

Trustees work together to:

- Set the direction of the organisation
- Agree overall policy and specific policies, e.g safeguarding
- Provide leadership at the highest level
- Identify goals and measures of success
- Monitor performance and evaluate progress
- Evaluate corporate risks
- Safeguard the good name and values of the organisation
- Agree corporate plans and strategies, e.g. business plan

How do trustees do that?

- Appoint the chief executive and monitor his/her performance
- Scrutinise papers presented to the Board
- Use any specific skills, knowledge or experience to help the board of trustees reach sound decisions
- Provide guidance on new initiatives
- Focus on key issues

What trustees don't do

- Manage the activities of the organisation
- Fund the organisation
- Bring personal problems to meetings to form part of the discussions

What is expected of trustees?

- To be a regular attender at board meetings (6 per year) having read papers in advance, prepared and, if necessary, raised contentious issues with the Chair in advance
- To serve on a sub-committee or working group
- To attend occasional staff meetings
- To attend an annual awayday
- To maintain an active interest in the organisation by attending functions, supporting activities and, where possible, being an occasional volunteer
- To strengthen their ability to carry out the role effectively by means such as attending occasional training sessions

What can trustees expect of The Hamlet:

- A personal induction programme
- Opportunities to attend external training courses
- Timely information
- Travel expenses
- Childcare expenses

On Being a Trustee

Judy Clift was Chair for 9 years. Here she reflects on what she gained from the experience:

In my time as a trustee at The Hamlet, I have learned a huge amount about disability, about the strengths of the children and young people, their parents and their carers. I have learned a lot about the invaluable roles played by volunteers. I have learned about building regulations, contracts, VAT regulations, Health and Safety, pensions, policies and procedures, fundraising, employment law, tendering, making funding bids, risk management, PR, social media and much else besides.

I have met, enjoyed working with and learned from the skills and experience of brilliant fellow trustees, Chief Executives and members of staff.

It has been rewarding and fun. I have enjoyed it hugely (well, most of the time!)