

DORNOCH HERITAGE SCIO

TRUSTEESHIP

The trustees have overall control of the charity, provide leadership and are responsible for making sure it's doing what it was set up to do.

1. Purpose of Dornoch Heritage SCIO

As set out in the Constitution, the organisation's main purposes are:

- The advancement of education relating to the history of Dornoch
- The advancement of heritage and culture relating to Dornoch
- The maintenance and development of a museum in Dornoch to make the above heritage accessible for all to enjoy.
- To promote community engagement and to encourage heritage research within the community.

Our mission is '**Keeping the Dornoch Story Alive**'.

2. Who can be a Trustee?

A trustee may be elected or coopted/appointed. The number of Trustees shall be not less than three and the total number shall not be more than eight, comprising no more than one honorary member and up to two coopted/appointed members, as deemed necessary to ensure a spread of skills and experience within the Board.

You must be properly appointed following the procedures set out in the Constitution and be at least 16 yrs of age.

You must not act as a trustee if you are disqualified unless authorised to do so by a waiver from OSCR. The reasons for disqualification are shown in the OSCR website and include:

- being bankrupt or having a Protected Trust Deed or individual voluntary arrangement (IVA) in England and Wales to pay off debts with creditors.
- having an unspent conviction for dishonesty or an offence under the Charities and Investment Scotland 2005 Act
- being on the sex offenders' register
- someone who has been removed under either Scottish or English Law from being a charity trustee
- someone who is disqualified from being a company director.

The Board must keep a register of Charity Trustees, setting out for each Charity Trustee:

- their full name and address;
- the date on which they were appointed as a charity trustee; and
- any office held by them in the organisation;

Cessation of Trusteeship shall be in accordance with Clauses 55 – 57 of the Constitution.

3. Trustees Main Duties

- i) Ensure your charity is carrying out its purposes for the public benefit
 - ensure you understand the charity's purposes as set out in its governing document
 - plan what your charity will do, and what you want it to achieve
 - be able to explain how all of the charity's activities are intended to further or support its purposes
 - understand how the charity benefits the public by carrying out its purpose

ii) Comply with legal requirements (The 2005 Act)

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity

iii) Act in your Charity's best interests

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body.
- not receive any benefit from the charity unless it's properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

iv) Manage your charity's resources responsibly, exercising sound judgement.

Utilising the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person you and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- not take inappropriate risks with the charity's assets or reputation
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending fund

v) Act with reasonable care and skill

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

vi) Ensure your charity is accountable

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your charity is complying with the law, is well run and effective
- ensure appropriate accountability to members, if your charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers.

4. Support and Training

Dornoch Heritage SCIO is committed to supporting Trustees to fulfil and develop their roles and will arrange induction and ongoing training whenever the need and opportunity arises.