

Group Trustee Board

Purpose of the Group Trustee Board

The Trustee Board provides 'charity governance' of the Group's declared charitable outcomes.

Governance is the systems and processes concerned with ensuring the overall direction, effectiveness, supervision and accountability of the organisation.

It is important to note the distinction between Governance and Management:

- **Governance** - In their role as Trustees, Trustee Board members have a collective duty to make decisions about **direction**.
- **Management** is about implementing the strategies agreed by the Trustee Board, e.g., by detailed planning, putting procedures in place and by raising money.

Outcomes for the Group Trustee Board

- A budget is in place, ensuring that resources (which will include money and people) are in place.
- Trustees have documented relevant risks and mitigating actions within the risk register, which is reviewed regularly.
- All Trustees meet the legal requirements laid down by the appropriate Charity Regulator.
- All Trustee Board members act as Charity Trustees whether or not the Group is registered with the appropriate Charity Regulator.

Tasks for the Group Trustee Board

Tasks for the whole team	Allocated Tasks
<p>All Group Trustee Board members take part in these tasks and should have – or develop - the skills associated with these tasks.</p> <p>The tasks below are not limited and should be added to in order to suit local needs.</p>	<p>The Group Trustee Board should ensure that one or more members has responsibility – and the skills - for each of these tasks; it may be that some of these tasks can be delegated outside of the Group Trustee Board.</p> <p>The tasks below are not limited and should be added to in order to suit local needs.</p>

Tasks for Trustees

<p>The Group Trustee Board works collectively to:</p> <p>Manage finance and risks</p> <ol style="list-style-type: none"> 1. Build and manage an annual budget. 2. Document relevant risks and mitigating actions within a Risk Register, which should be reviewed regularly. 3. Ensure Group finances are managed and reported on as required by POR and by law. 4. Ensure appropriate insurance is in place for volunteers, young people, property and equipment. 	<p>Chair</p> <ol style="list-style-type: none"> 1. Objectively and impartially chair and facilitate Group Trustee Board and Group Scout Council meetings. 2. Arrange the induction of new Trustees. 3. Prepare the Annual Report. <p>Secretary</p> <ol style="list-style-type: none"> 1. Provide administrative support to the Trustee Board and the Group Scout Council. This will include: <ul style="list-style-type: none"> ○ Maintain Group records, including agenda/minutes of Trustee Board meetings, and of the Group AGM. ○ Support the Group Chair in preparing the Annual
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Ensure compliance with relevant requirements

5. Ensure all members of the Group and its Sections are complying with POR.
6. Ensure all [Scout Policies](#) are implemented.

Manage data, safety and safeguarding

7. Ensure the Group's Privacy Notice and Data Protection Policy are publicly available and updated when required.
8. Keep itself current with requirements for data, safety and safeguarding. This should involve processing updated rules and guidance, and ensuring relevant topics are discussed in Trustee Board meetings.

Ensure the Group is well-led

9. With the Group Scout Leader, ensure all Group "Named roles" are filled.
10. Ensure the Group's goals are achieved.

Ensure effective governance

11. Hold an Annual General Meeting (AGM) within six months of the financial year end.

Report.

Treasurer

1. Manage and monitor the financial activities of the Group and its Sections.
2. Provide the Trustee Board with analysis of the Group's income and expenditure.
3. Prepare the Annual Statement of Accounts for independent examination and approval by the Group Trustee Board, before presenting them at the Group AGM.

Tasks that can be delegated by Trustees

Whilst the Group Trustee Board should work collectively to achieve the list above, it can delegate elements of those tasks while still maintaining the responsibility. The delegation need not be to Trustees, but must be made with the authority of the Trustee Board. For example:

Finances

1. Prepare and track the annual budget.
2. Regular report on Group finances.
3. Process matters such as payment of expenses and invoices, and recording payments into the bank account may be delegated to a third party who does not need to be a Trustee. Such arrangements must be agreed by the Trustee Board.

Risk

1. Maintain a Risk Register to identify where the Trustee Board may need to take mitigating action
2. Identify available insurance policies.

Governance

1. Plan and deliver of the AGM.
2. Recording of minutes.