

Northumberland **FACT** Sheet



working together for the voluntary & community sector in Northumberland

Who can be a Trustee?

Legal Requirements

There are certain legal requirements governing who can be a trustee, you cannot be a trustee if you:

- Are under 18 years of age unless the charity is a registered company, in which case the minimum age is now 16 years
- Have been convicted of an offence involving dishonesty or deception, unless the conviction is regarded as 'spent'
- Are an undischarged bankrupt
- Have been previously removed from trusteeship of a charity by the court or the Charity Commission
- Are under a disqualification order under the Company Directors Disqualification Act 1986

Note

It is an offence to act as a charity trustee while disqualified, unless the Charity Commission gives you a waiver under section 72(4) of the Charities Act 1993. So if this applies to you, either don't stand for appointment as a trustee in the first place or, if you are already a trustee, resign.

Practical Requirements

It is equally important to look at the positive contribution you can make. You must be committed to the aims of the charity and able to give sufficient time to your role as a trustee. This includes:

- Attending trustee meetings and the 'Annual General Meeting'
- Reading papers before each meeting
- Making a contribution during meetings
- Making decisions in the best interests of the charity
- Ensuring that the minutes of meetings accurately reflect discussions and decisions
- Making sure you know enough about the charity to make informed decisions on its behalf

You may also be able to make a particular contribution to the charity.

For example:

- You may have certain skills / knowledge
- You may know influential people in the area, who may support you
- You may have experience of doing the same type of work as your charity
- You may be an enthusiastic fundraiser or events organiser
- You may be someone who is or has been a beneficiary of the charity

This list is not exhaustive.

The best management committees have different people contributing different skills. In that sense it's an advantage if you don't have the same experience and contacts as your fellow trustees.

For more information visit the Charity Commission website at:

www.charitycommission.gov.uk

Your local development agency (LDA) can help you with information, advice and support about Trustee requirements. For more information, advice and support contact the LDA covering your area.

For rural Northumberland contact:

Community Action Northumberland

UNIUN Enterprise Building Front Street Pegswood Morpeth
Northumberland NE61 6RG
Tel: 01670 517 178 Fax: 01670 511 400
Website: www.ca-north.org.uk email: info@ca-north.org.uk

Registered Company No 7805401 Registered Charity No's 1144604 / 224798

For Blyth, Cramlington and Seaton Valley contact:

Community & Voluntary Action Blyth Valley

22 Beaconsfield Street Blyth Northumberland NE24 2DP
Tel: 01670 353 623 Fax: 01670 365 783
Website: www.cvabv.org.uk email: info@cvabv.org.uk

Registered Company No 5860971 Registered Charity No 1116430

For Ashington, Bedlington and Newbiggin by the Sea contact:

Wansbeck Centre for Voluntary Service

107 & 109 Station Road Ashington Northumberland NE63 8RS
Tel: 01670 858 688 Fax: 01670 784 160
Website: www.wansbeckcvs.org.uk email: enquire@wansbeckcvs.org.uk

Registered Company No 5980151 Registered Charity No 1119404



Information published to our knowledge is correct. Community Action Northumberland, Community & Voluntary Action Blyth Valley and Wansbeck Centre for Voluntary Service accept no responsibility for any inaccuracy in, or complaint arising from, items in this FACT Sheet.



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