



Basingstoke Bluefins Trustee Roles and Responsibilities

1. Purpose of this Document

The purpose of this policy is to present the roles and responsibilities for the Trustees of Basingstoke Bluefins Swimming Club (The Club). The Club is a charity registered with the Charity Commission – No: 1114225.

2. Governance

The Trustees of the Club are primarily concerned with the governance of the Club.

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

Governance is about leadership and ensuring that the Club is effectively and properly run. It is distinct from day-to-day management and operations that are delegated to staff and volunteers. Governance is not necessarily about doing; it is about ensuring things are done.

The principal areas addressed by governance are:

- ensuring that stakeholder needs and requirements are evaluated setting the direction of the Club
- monitoring performance and compliance.

Hence governance involves:

- evaluation: to determine a set of balanced enterprise objectives that can be agreed and achieved
- direction: through prioritisation and decision making
- monitoring performance, compliance and progress against the agreed direction and objectives.

3. The Trustee Roles

The principal roles of the Trustees are to:

- create a clear, shared vision
- take the big decisions about the future
- formulate plans and policies to bring about the Club's objectives
- ensure everything is legal and safe
- ensure the work of the Club is carried out
- support the senior staff members
- ensure the Trustee Board is up-to-date and skilled
- ensure the Club is solvent and operates within budget.

In fulfilling their governance role, Trustees are obliged in law to:

- act in the best interests of the charity's beneficiaries
- act together as a group rather than as individuals
- set aside their personal interests
- take legal responsibility for the Club
- exercise the duty of care that a prudent business person would exercise in looking after the affairs of the Club.

4. The Responsibilities the Trustees

The Trustees main responsibilities are as follows:

- 1) set and maintain vision, mission and values
- 2) develop the strategy
- 3) establish and monitor policies
- 4) ensure compliance with the Governing Document
- 5) ensure accountability
- 6) ensure compliance with the law
- 7) overseeing finances
- 8) overseeing resources
- 9) overseeing people
- 10) maintain effective Committee performance
- 11) promote the Club

The following gives more details about each of the above responsibilities:

4.1. Set and maintain the Club's Vision, Mission and Values

- preparing the Club's Vision statement is the ideal towards which it is working
- preparing The Club's Mission statement is the specific purposes that contributes to that vision
- guarding the ethos and values of the Club. (The Club's ethos is the distinguishing values, beliefs and character of the Club. The Club's values are the principles that the Club seeks to apply, both in setting its mission and in its day-to-day operations.)

4.2. Develop the Strategy

- developing long-term strategies for the Club, assisted by the Chair Person, committee and Head Coach
- keeping the strategy on track
- giving a firm strategic direction to the Club, setting overall policy, defining goals, setting targets and evaluating performance to provide the Club with a clear sense of direction and purpose.

4.3. Establish and Monitor Policies

The policies which are used to govern the Club cover:

- guidance for staff and volunteers, including delegated authority
- systems for reporting and monitoring
- an ethical framework for everyone connected with the Club
- conduct of trustees
- business of the club.

4.4. Ensure Compliance with the Governing Document

The governing document is the rulebook for the Club – known as a Trust Deed, Constitution or Articles of Association. It is the responsibility of the Trustees to make sure the governing document is followed. In particular, the Club's activities must comply with the charitable objects as defined in the governing document. Trustees must always act in the best interests of the charity as a whole, whilst taking the interests of its beneficiaries into account. Acting in the best interests of the charity includes avoiding any conflicts of interest.

4.5. Ensure Accountability

The Trustees ensure that the Club fulfils its accountability obligations to:

- the Charity Commission
- HM Revenue and Customs

- other regulatory bodies which may be relevant to the Club's specific work.

The business of the Trustees should be conducted in an open and transparent manner and the Club should, therefore, also be accountable to funders, beneficiaries, staff, volunteers and the general public. This means publishing annual reports and accounts and publicising the business of the Trustees

4.6. Ensure Compliance with the Law

Trustees are responsible for ensuring that the Club complies with the law and there are many laws to consider. Among them are:

- charity law
- company law
- employment law
- health and safety law
- equal opportunities legislation
- data protection legislation
- human rights legislation
- laws relating to premises and insurance
- laws relating to mental health and protection of children and vulnerable adults
- ASA Law.

4.7. Overseeing Finances

The trustees are responsible:

- for effectively managing the Club's finances in a way that enables it to meet its charitable objects
- the financial health and sound financial management of the Club
- ultimately for ensuring the Club is solvent
- monitoring spending in the best interests of the Club
- ensuring the Club applies funds exclusively for its charitable objects
- approving the annual financial statement and budget
- ensuring appropriate financial procedures are in place
- protecting the Club against liability by obtaining insurance
- minimising financial risks to the Club.

Although specific responsibility for finances is usually delegated to a financial specialist such as the Treasurer or a senior member of staff, the Trustees have

ultimate responsibility for the solvency of the Club. It is therefore essential that all Trustees have a clear understanding of the Club's finances.

4.8. Overseeing Resources

Trustees are responsible for ensuring that the Club has the resources it needs to meet its charitable purposes. This includes financial resources as well as facilities and equipment. The Trustees are responsible for:

- ensuring that the Club has sufficient funds and cash flow to carry out its activities and that planning for fundraising is in place;
- ensuring the required facilities and equipment are in place and good order;
- ensuring the Club uses its resources exclusively for its charitable objects
- ensuring the proper investment of the Club's funds.

4.9. Overseeing People

Trustees are legally responsible for the management of people in the Club, whether they are paid staff or volunteers. Trustees recognise the contribution different people make to the Club and ensure they have the resources and support they need to work effectively. The Trustees are responsible for selecting, managing and supporting the Chair Person and the contracted staff and monitoring and reviewing their performance. The Chair Person will be responsible for the management of any other staff and volunteers within the Club, but Trustees need to retain an overview of personnel management. The Trustees also recruit and selects new Trustees. The Trustees also establish comprehensive, fair and legal personnel policies. These protect the Club and those who work for it. They cover:

- recruitment and selection
- support and appraisal
- remuneration
- health and safety
- equal opportunities
- disciplinary matters.

The Trustees recognise and respect the domain of staff (or volunteer) responsibility, establishing clear lines of delegated authority and accountability.

4.10. Maintain Effective Committee Performance

- hold the regular meetings of the Club as required by the governing document. Promote the Club.

4.11 Promote the Club

- be good ambassadors for the Club
- enhance and protect the reputation of the Club by safeguarding its good name and values.