

BOARD TRUSTEE ROLE, RESPONSIBILITIES AND DUTIES

Introduction

The Board is comprised of Trustees who have the purpose of overseeing the work of BUCS and acting as ultimate decision maker for the organisation. All Board trustees have an equal duty to the organisation and will work as a collective unit to set the strategy for BUCS, and oversee the executive team to ensure the vision, mission, objectives and strategy are achieved.

All Trustees are legally responsible for the Charity and have a duty to act in the best interest of BUCS. This roles, responsibilities, and duties document will assist trustees in understanding the expectations of a Trustee. It should be read in conjunction with [The Essential Trustee](#).

Role of a Board Trustee

The role of a Board Trustee is to:

- Ensure that BUCS is carrying out its purposes for the public benefit.
- Ensure that BUCS is carrying out its purposes for the benefit of its members.
- Ensure that BUCS pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.
- Act in BUCS's best interests.
- Manage BUCS's resources responsibly and honestly, with a duty of prudence.
- Act with reasonable care and skill.
- Ensure that BUCS is accountable.
- Work in partnership with the CEO and Senior Leadership team and support BUCS employees, helping them achieve the aims of the organisation; and to optimise the relationship between the Board of Trustees, employees and membership.
- Participate in achieving well-rounded and carefully considered strategic decision-making.
- Lead by example in demonstrating the BUCS values, acting at all times in line with the Board of Trustee's code of conduct.

Responsibilities of a Board Trustee

Trustees are ultimately responsible for everything that BUCS does and are also responsible for:

- Ensuring the proper administration of BUCS.
- Registering any of their own, or their related party interests and appropriately managing these to ensure they always act in the best interest of BUCS.
- Safeguarding and protecting BUCS at all times.
- Formulating organisational strategy and regularly reviewing the long-term strategic aims of BUCS.
- Understanding and adhering to key legal and regulatory obligations.
- Participating in governance matters.
- Approving organisational policies, defining goals and targets, and evaluating performance against agreed targets.
- Engaging and facilitating an equitable, inclusive, and effective environment for Board meetings that promotes a culture of openness and debate.
- Completing actions agreed at Board meetings.
- Engaging and participating in mentoring, training or coaching that is provided to support identified skill requirements of the Board.
- Participate in collaborative team working amongst Board members, BUCS's Executive Team and Committee Members, where required.
- Develop and maintain successful working relationships with other Trustees, the Chair, and the CEO through review and self-reflective evaluation of contributions and effectiveness of the Board.
- Attending and being a member or chair of sub-committees or working groups when required.
- Acting as or undertaking specific roles, where required by the Board of Trustees e.g. Equality, Diversity, Inclusion and Antiracism Lead, Safeguarding and Wellbeing Lead.

Duties of a Board Trustee

Board Trustees may also be required to carry out the following duties:

- Represent BUCS as a Trustee, spokesperson, and professional advocate, at appropriate events, meetings or functions.
- Protect and manage the property of BUCS.
- Foster relations with potential members, and potential funders/donors.
- Ensure adherence and compliance with key law, regulation and policies (e.g. equality, diversity and inclusion and health and safety).
- Act with honesty, transparency, and integrity in all undertakings with and on behalf of BUCS.
- Where appropriate support BUCS initiatives.

Time Commitment

- The BUCS Board of Trustees will meet together at least four times per calendar year for the conduct of business. Board Trustees are required to attend all BUCS Board meetings where reasonably practicable.
- Board Trustees should make reasonable endeavours to attend the BUCS Annual General Meeting.
- Where reasonably practicable Board trustees should attend the annual BUCS conference.
- Where reasonably practicable Board trustees should attend the annual BUCS Winter Summit.
- In the event of an extra-ordinary general meeting, Trustees may also be required to attend.
- It is important that Trustees are able to visit BUCS' office and be available to the CEO on a regular basis.
- In addition to Board meetings, other contact – usually electronic or by telephone – will be necessary.
- Trustees will need to be available in the event of an emergency to support BUCS, its Chair and executive team as required.

Review

The BUCS Board Trustees Role, Responsibilities and Duties will be reviewed biennially by the Board of Trustees, with the next review date in July 2027 unless changes in policy, governance or other circumstances require a review prior to this date.