

The Good Trustee Guide  
How trustees  
look after the  
charity.

Easy Read.



**NCVO**  
**CHAMPIONING  
VOLUNTARY  
ACTION**

# What is in this guide.



What trustees  
look after

**Page 3.**



Looking after  
the money

**Page 10.**

‘We have designed this booklet to be read by most Screen Readers.

As this is an easy read booklet, each sentence has pictures that help describe the words.’

# What trustees look after.



Trustees look after everything that the charity does.



Trustees act as a team to look after the charity.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_



There are 6 things they can do that will help them be a good trustee.



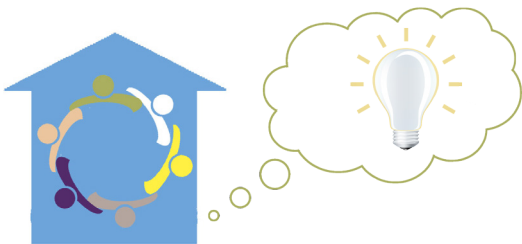
# 1. Trustees should understand what they are doing.



They should understand what the law says they have to do.



They should understand what the charity rules say.

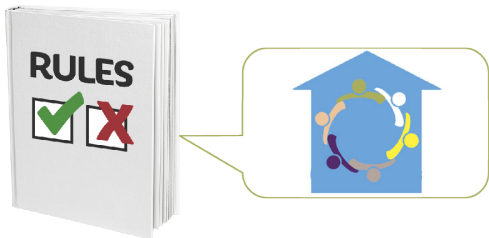


They should understand the charity and the work it does.

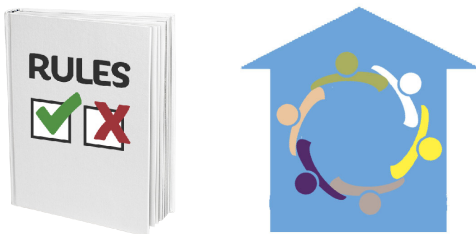
## 2. Trustees should make sure the charity does the work it says it will.



The charity rules say what the charity should be doing.



Trustees should check the rules are still the right thing for the charity.



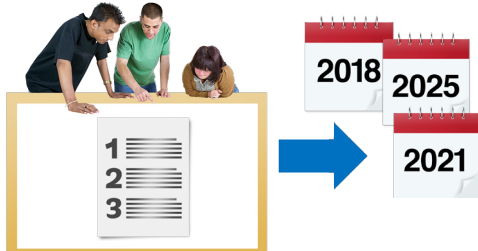
Trustees should make sure the charity has what it needs to do the work.



Trustees should make plans for how things are to be done now.



Trustees should make plans for the future.





3. **Charity trustees should work well on their own and as a team.**



Trustees should make sure there is a good mix of different people.



Different people have different skills and are good at different things.



Trustees make sure new trustees know what to do and have training.



Trustees should think about how they can be a good trustee.



Trustees should understand what they have to do on their own and what they have to do as a team.

#### 4. Trustees should be able to take control.



Trustees are responsible for everything the charity does.

They must make sure everyone in the charity understands all the laws and rules.



They must make sure there are ways to control how the charity runs.



They must check if there are things that could go wrong and try to stop them.

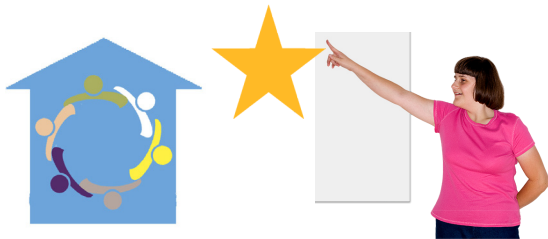


If trustees give power to other people they must check up on what those people are doing.





## 5. Try to do what is best for the charity.



Trustees should do their best to make the charity look good.



Trustees should always try to be fair.



Trustees should make choices for themselves.



When they are making choices, trustees should be able to put the charity first.



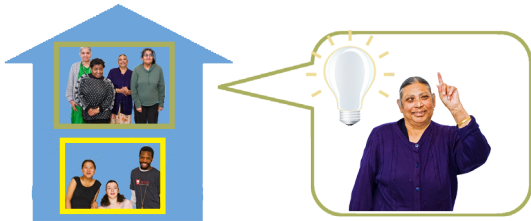
Trustees should try to make sure the charity can do as much good as it can.



## 6. Be honest and explain what they are doing.



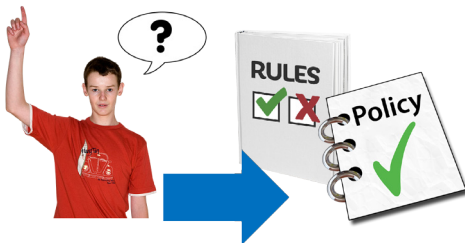
Trustees make sure people in the charity know what is going on.



Trustees make sure people outside the charity know what is going on.



Trustees ask and listen to what people think before changing the rules.



Trustees should listen to what other people think about the charity.



Trustees should deal with complaints about the charity in a fair way.



# Looking after the money.



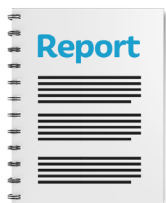
The law says the trustees are in charge of looking after a charity's money.



Trustees make sure the charity's money is used to do the work it says it will do in the charity rules.



They make sure the charity's money is safe.



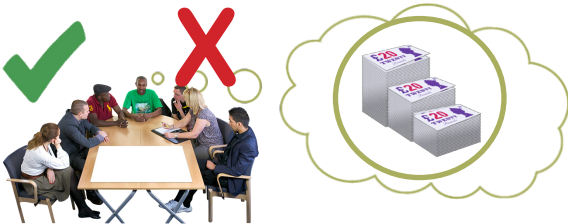
They make sure everything about the money is written down.



They make sure that the charity writes all the reports that it needs to.



Trustees make sure the reports are right.



Trustees make choices about how the charity will look after money.



They make sure the charity does not spend too much money.



Trustees look at how the charity is raising money.



They make sure the charity has rules about how to sell things.



Trustees make sure the charity pays the right taxes.



The trustees might decide to save some of the charity's money.



There are lots of different ways you can save money.



If trustees choose to save money, they must take lots of care.



They must ask for advice if they need it.



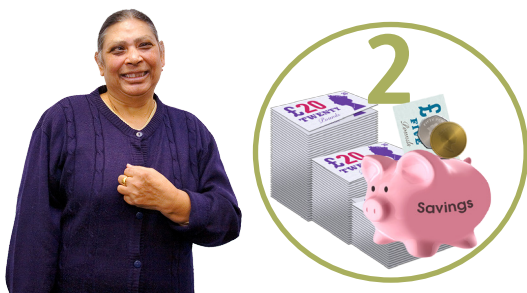
Looking after the money is one of the most important parts of being a trustee.



If the charity loses money and it is because the trustees have not done their duty.



The trustees might have to pay the money back.



Trustees have two duties when they are looking after the money.

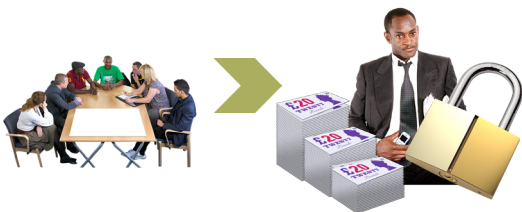




# 1. Be very careful with the money.



Trustees must take very good care when looking after the money.



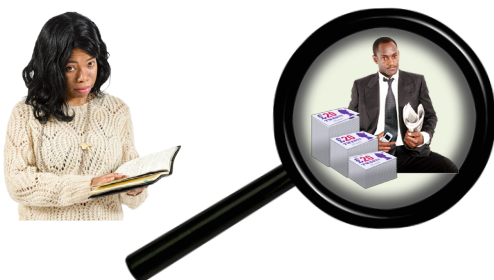
Trustees can ask someone else to look after the money for them.



Trustees can ask someone else to give them advice about the money.



Trustees must be very careful when they ask other people to help them with the money.



They must make sure they check up on what the other people are doing.

## 2. Try their best to make the right choice.



Trustees treat their own personal money as very important.



Trustees should treat the charity's money just as importantly.



They should look after the charity's money like it was their own money.



They must do their best to make wise choices.



They should do their best to find out all the information.



This easy read guide has been adapted from The Good Trustee Guide by NCVO.

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