**Webinar Topic – Roles & Responsibilities of Committee Members.**

As a Charity Trustee, you are trusted to look after the Charity’s assets and you are responsible for making sure that the Charity fulfils its charitable purposes.

Trustees have a number of duties that have to be carried out in their role – General Duties to ensure that Charites are run properly and Specific Duties that are legal requirements that all Charities must meet.

As well as having general Trustees, there are three roles which have designated functions – The Chair, The Secretary and the Treasurer.

There are also some broad Principles that should also be taken into account when running a Charity.

**Areas covered in the Session:**

* Broad Principles to be applied by Trustees in running a Charity in terms of collective responsibility, decision making, finance & assets and reputation
* General Duties to be carried out – Acting in the interests of the Charity. This includes operating in a manner consistent with the Charity’s Purpose, acting with care and due diligence and managing any conflict of interest that may occur
* Specific Duties to be followed – Complying with the Charities and Trustee Investment (Scotland) Act 2005. This includes providing OSCR with the information it needs, ensuring OSCR has the most up to date information, making sure that the Charity keeps proper accounting records, confirming fundraising procedures are properly carried out and that the correct information is provided to the public
* Officers of the Committee – The role of The Chair, The Secretary and The Treasurer