



Trustees

Agreement & Declaration

This document is issued by Karai Welfare Society (UK), hereinafter called the Organisation.

Agreement

Trustee Agreement between the Organisation (Karai Welfare Society (UK))

and Trustee Mr/Mrs/MS/Miss (You/I)

1. You have been elected onto the Trustee Board with effect from **25/09/2021** You can serve for **one** year, with an option for re-election for a further **one** year, after which you will have to step down from the Board. You may reapply to join the Board after one year, but re-election is at the members' discretion.
2. Should you at any time wish to resign from the Board you should do so by writing to the Chairperson of the Board. Reasons should be given if they relate to the organisation and its activities.
3. Should you not attend **3** consecutive meetings of the Board without giving apologies, you will automatically lose the right to be a trustee. You have the right as a trustee to:
 - Have equal status and voting rights with all the other trustees
 - Receive training which relates to any area of the Board's work
4. Your individual responsibilities are to:
 - Attend trustee Board meetings regularly. If you are unable to attend you should give your apologies to the chairperson
 - Understand and be fully committed to the aims and principles of the organisation
 - Challenge all incidents that contravene the organisation's equal opportunities policy
 - Take a share of the Board's work by offering to work on a sub-committee of the Board
 - Support all decisions once they have been agreed by the Board
 - Respect the confidentiality of Board matters and discussions
 - Ensure the confidentiality of the Board and charity even after you leave your post in Board or membership in organization
5. An induction programme will be organised for you which will help you to get involved in the Board. In addition the organisation will provide opportunities for you to meet other trustees, members of staff and familiarise yourself with the organisation, its policies, plans and financial status.
6. Your joint responsibilities with all the other trustees are to:
 - Accept legal responsibility for the workers of the organisation
 - Act as employers for the workers of the organisation

- Decide overall policy for the organisation's work within the guidelines laid down by the members
 - Be satisfied that within the constraints of resources, the organisation is meeting its aims
 - Take a long term view of how the work of the organisation should develop
 - Try to ensure that funding for the organisation continues
 - Ensure that all trustee responsibilities delegated to paid staff and individual members of the organisation are carried out
7. Trustees are required to declare any interests which may result in conflict while they are serving on the Board.

Code of Conduct

Selflessness

Trustees of The Organisation have a general duty to act in the best interests of The Organisation as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or the organisation they come from or represent.

Integrity

The Organisation's Trustees:

- Should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role
- As well as avoiding actual impropriety, should avoid any appearance of improper behaviour
- Should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

Objectivity

In carrying out their role, including making appointments (including trustee appointments), awarding contracts, recommending individuals for rewards and benefits or transacting other business, The Organisation's trustees should ensure that decisions are made solely on merit.

Accountability

The Organisation's Trustees:

- Have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in The Organisation
- Are accountable for their decisions and actions to the public, funders and service users. They must submit themselves to what scrutiny is appropriate to their role.

Openness

The Organisation's Trustees:

- Should ensure that confidential material, including material about individuals, is handled in accordance with data protection
- Should be as open as possible about their decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.

Honesty

The Organisation's Trustees:

- Have a duty to declare any interests relating to their trustee role and to take steps to resolve any conflicts that may arise. Where private interests of a trustee conflicts with their trustee duties, he/she must resolve this conflict in favour of the trustee role
- Must make relevant declarations of interest in the different circumstances and roles they play both within and outside The Organisation.

Leadership

The Organisation's Trustees:

- Should promote and support the principles of leadership by example
- Must respect the role of the senior member of staff. There will be circumstances under which trustees will be working directly with The Organisation's staff; Guidelines for such working relationships must be clear to both staff and trustees and, when these occasions arise, the Manager/Chair should be informed in advance.

Declaration

- I have read and understood the provisions of the Trustee Agreement
- I have read, and agree to abide by the Trustee Code of Conduct
- I have received and read the induction material for new trustees and understand my duties and responsibilities as a trustee
- I undertake to familiarise myself with the organisation's policies, objectives, plans and financial position
- I shall declare all conflicts of interest as and when they arise. If at any time these conflicts hamper my ability to perform my roles as trustee, I shall resign from the Board
- I shall keep all the proceedings at trustee meetings confidential and shall not discuss any of the issues with the press/media without clearance from the Chairperson.

I further declare that:

- I am over age 18

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- I do not have an IVA, debt relief order and/or a bankruptcy order
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission
- I do not have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator) or have been removed from being in the management or control of any body in Scotland (under relevant legislation)
- I am not disqualified under the Company Directors' Disqualification Act 1986
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent)
- I am, in the light of the above, not disqualified by the Charities Act 1993 section 72) from acting as a charity trustee
- I am not a designated person for the purposes of anti- terrorism legislation
- I am not on the sex offenders register
- I do not have been found in contempt of court for making (or causing to be made) a false statement
- I do not have been found guilty of disobedience to an order or direction of the Charity Commission
- I undertake to fulfil my responsibilities and duties as a trustee of The Organisation in good faith and in accordance with the law and within The Organisation's objectives/mission
- I do not have any financial interests in conflict with those of The Organisation (either in person or through family or business connections) except those which I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

Signed: Date:

First Name :

Sure Name :

Home address :

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Date of birth :-.....-.....