Glendale Women’s Cafe is a Scottish Charitable Incorporated Organisation (SCIO), and our board is made up of a maximum of 12 trustees, who are responsible for ensuring that GWC works to achieve its purposes.

We are looking for individuals who can put their skills, knowledge and experience to use to the benefit of the board and organisation, and who have the capacity, potential and commitment to ‘grow’ into the role.

The Glendale Women’s Cafe programme runs on Tuesday and Wednesday 10am to 3pm in line with the school year (August to June). The GWC trustees meet 6 times a year. The Annual General Meeting (AGM) is usually one of these meetings and takes place between June and November.

* We have a Chair, a Secretary, and a Treasurer.
* We have a maximum of 12 and a minimum of 5 member trustees.
* A quorum at our meetings is 3 (this is the minimum number of trustees at a meeting for it to be able to happen).

What do we expect of trustees?

1. That you attend meetings regularly and on time. If you are going to be late or can’t attend you should inform the Chair or the Project Manager.
2. That you attend the cafe sessions occasionally during the year
3. That you read the documents shared with you on joining:
	1. GWC Constitution
	2. GWC Trustee Code of Conduct (sign and return)
	3. GWC trustee pack pdf
4. That you read, and action as appropriate, all minutes from meetings.
5. That you attend trustee training where possible.

In order to understand what being a trustee means, please read OSCR’S [Guidance and good practice for Charity Trustees](https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees). (OSCR is the Office of the Scottish Charity Regulator and is responsible for regulating charities registered in Scotland and their charity trustees.)

A short extract is listed on the next page.

There is also a good [YouTube video from OSCR](https://www.bing.com/videos/riverview/relatedvideo?q=Guidance%20for%20Charity%20trustees&mid=3D8C79E065CCD69F448C3D8C79E065CCD69F448C&ajaxhist=0) about what is expected from Charity Trustees.

**Extracts from ‘Guidance and good practice for Charity Trustees’:**

Charity trustees are the people who have general control and management of the [**charity**](#bookmark=id.3dy6vkm)and are responsible for making sure that the charity works to achieve its [**charity’s purposes**](#bookmark=id.1t3h5sf)(the reasons the charity exists).

**Charity Trustee Duties**

The charity trustee duties are set out in [**The Charities and Trustee Investment(Scotland) Act 2005**](http://www.legislation.gov.uk/asp/2005/10/contents), referred to in this document as the [**2005 Act**](#bookmark=id.4d34og8).

All charity trustees have legal duties and responsibilities under the [**2005 Act**](#bookmark=id.4d34og8). A duty is something that you must do, and all the duties must be met. These duties are separated out into **general duties** that set out a broad framework that all charity trustees must work within, and **specific duties**detailed in the 2005 Act.

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**What does being a charity trustee mean?**

Being a charity trustee means you are fully responsible for how your charity is run and what it does. It does not necessarily mean running the charity on a day to day basis and making operational decisions. Your charity might have volunteers or staff that do this.

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**All the charity trustees share responsibility**

All of the group of charity trustees have charity trustee duties - no matter how small your charity is. A duty is something that you must do. The group shares the responsibility equally. No individual charity trustee, for example the Chair or Treasurer, has more responsibility than the other charity trustees do. We call this [**collective responsibility**](#bookmark=id.2s8eyo1).

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As a [**charity trustee**](#bookmark=id.17dp8vu), you must put the interests of the [**charity**](#bookmark=id.3dy6vkm) before your own interests or those of any other person or organisation including those responsible for your appointment.
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When you are dealing with the charity’s affairs, you should do so as carefully as you would if you were looking after someone else’s affairs, for example a relative or a friend.
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**Governing Documents and Meetings**

Knowing what your [**governing document**](#bookmark=id.3rdcrjn)says and understanding what it means, having well run charity meetings and keeping good records of the meetings are all important factors in making sure that you are carrying out your [**general charity trustee duties**](#bookmark=id.26in1rg)set out in the [**2005 Act**](#bookmark=id.4d34og8).
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**Financial records and accounts**

The [**2005 Act**](#bookmark=id.4d34og8) requires that as charity trustees, you must:

* keep proper accounting records
* prepare a statement of accounts, including a report on the charity’s activities, each financial year
* have the accounts independently examined or audited
* send a copy of the accounts to us
* keep the accounting records for six years.