

June 2020 – Trustee Guidance

Charity Commission Guidance: Governance, Trustee Role & Board

The following information is taken from the Charity Commission website and provides detailed guidance about [trustee roles and the board](#). These guides are essential reading for current and would-be trustees to help understand the roles and responsibilities of individual trustees and the board as a whole, especially around accountability and liability. You can also sign up to receive email updates regarding any changes to content as the guidance is reviewed.

Introductory reading

- [Charity trustee: what's involved \(CC3a\)](#)
- [Trustee board: people and skills](#)
- [Public benefit: rules for charities](#)

Essential reading

- [Charity meetings: making decisions and voting](#)
- [Prepare a charity trustees' annual report](#)
- [Trustees' annual report template \(SORP 2005\)](#)
- [Payments to charity trustees: what the rules are](#)
- [Manage a conflict of interest in your charity](#)
- [Disagreements and disputes in charities](#)
- [How to report a serious incident in your charity](#)
- [Charity trustees: resignation and removal](#)
- [Charity trustee disqualification](#)

Forms

- [Charity trustee: declaration of eligibility and responsibility](#)
- [Change your charity's governing document](#)
- [Change your charity's name](#)
- [Remove a charity from the charities register](#)

Detailed guidance

- [The essential trustee: what you need to know, what you need to do \(CC3\)](#)
- [Safeguarding children and young people](#)
- [It's your decision: charity trustees and decision making \(CC27\)](#)
- [Receipts and payments accounts pack \(CC16\)](#)
- [Trustee expenses and payments \(CC11\)](#)
- [Users on board: beneficiaries who become trustees \(CC24\)](#)



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- [Charities and risk management \(CC26\)](#)
- [Conflicts of interest: a guide for charity trustees \(CC29\)](#)
- [Finding new trustees \(CC30\)](#)
- [Incorporation of charity trustees \(CC43\)](#)
- [Vicarious liability of a charity or its trustees](#)

Change what your charity does

- [How to make changes to your charity's governing document](#)
- [How to write your charity's governing document \(CC22b\)](#)
- [Change your charity structure](#)
- [Charity types: how to choose a structure \(CC22a\)](#)
- [How to write charitable purposes](#)
- [How we approve changes to charities](#)
- [Change a charity governing document by scheme](#)

Other

- [Charities and charity trustees: school governors](#)
- [Examples of personal benefit](#)
- [Local authorities as charity trustees](#)
- [NHS charities guidance](#)
- [Payment and expenses for college governors](#)
- [Registration of Welsh universities](#)
- [Start as you mean to go on \(RS10\)](#)
- [Trustee recruitment, selection and induction \(RS1\)](#)

Further Information and Guidance

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf

<https://www.oscr.org.uk/managing-a-charity/trustee-duties/>

<https://knowhow.ncvo.org.uk/governance/board-responsibilities/legal-duties-of-trustees#>

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