

### **Royal British Society of Sculptors Trustee duties, responsibilities and accountabilities:**

The Royal British Society of Sculptors is a registered charity governed by a Board of Trustees. The Board holds responsibility for the values and strategic direction of the Society. The Society's strategic plans, annual business plans and risk assessments are considered and approved by the Board. Progress against the plans is monitored by the Board.

The Board comprises the President, Vice-President (both sculptors) and up to 10 other Trustees of which six are sculptor members of the Society. Non-sculptor Trustees are usually appointed to the Board because they have something special to contribute to the Society due to their skills or experience in a particular area. While the Board is collectively responsible for its decisions and actions, the role of Treasurer has some specific responsibilities:

#### **Treasurer role:**

- To maintain an overview of the Society's financial affairs and ensure its financial viability
- To review the budgets, accounts and financial statements (the Society uses Paxton charity accounting system) in liaison with the Director
- To ensure that appropriate accounting policies, procedures, and controls are in place – including those covering reserves and investment
- To present the accounts at the AGM
- To advise on the selection of the auditors and their remuneration
- To keep the Board informed about its financial duties and responsibilities

#### **Main duties and responsibilities of Trustees are described below:**

- To attend bi-monthly meetings of the Trustee Board, the AGM, *ad hoc* meetings and Board away days as required
- To determine the Society's mission and vision
- To engage in strategic planning
- To formulate needed policies
- To ensure adequate financial resources
- To ensure sound risk assessment
- To offer support and advice to the Director and Society staff in achieving the aims of the organisation
- To monitor the Trust's performance against agreed indicators
- To be aware of the responsibilities of a Trustee as described in the Charity Commission guidance
- To be an advocate for the Royal British Society of Sculptors

**Time commitment and term of office:**

The Board meets six times a year, generally at the Society's offices in South Kensington. It is essential that Trustees attend meetings when required and Trustees are asked to commit to a three year term on the Board with the option of serving for a second term of three years.

For more details of the specific legal obligations of trustees visit the Charity Commission website [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk) and follow links to their publications CC3a *The Essential Trustee: An Introduction* (January 2007) and CC3 *The Essential Trustee: What you need to know* (March 2012).