



Trustees' role description, code of conduct and other expectations

Voluntary Action Sheffield is a registered charity and a company limited by guarantee. Our Articles of Association are our governing document:



Memorandum and
Articles Voluntary Act

We are governed and led by a board of trustees, who are responsible for ensuring that we fulfil our purpose, use our resources to best effect and comply with the law.

Our trustees:

- Are the guardians of our values and purpose;
- Determine our objectives and strategy;
- Support the chief executive and other paid staff to implement our strategy and business plan, and hold them to account for doing so;
- Ensure that we at all times comply with our articles of association, charity and company law, and other legal requirements.

Our trustees are expected to comply with the Charity Governance Code:

<https://www.charitygovernancecode.org/en>

Our trustees are also expected to comply with the guidance set out in “The essential trustee”:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do#s6>

Our trustees are also expected to abide by The Seven Principle of Public Life and the NCVO's Charity Ethical Principles:

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

<https://www.ncvo.org.uk/policy-and-research/ethics/ethical-principles>

Taken together, these four documents provide a comprehensive framework of values, principles, duties and responsibilities for our trustees.

We have between 5 and 15 trustees.

Our trustees serve for three years and may be re-elected for further terms.

One of our trustees is elected by the board as our chair, one as vice-chair, and one as treasurer.

Our board meets four times a year, normally between 4.30pm and 7.30pm on a Thursday, and trustees are also asked to join one or more of our committees. Our trustees may also contribute in other ways to our work. We expect our trustees to attend at least 75% of formal meetings.

Our trustees report annually to our annual general meeting of members.

Our trustees are all volunteers, but may claim travel and other reasonable expenses.

Our trustees are required to complete an annual declaration of their eligibility to be a trustee and to comply with our declarations of interest policy.