

Trustees Roles & Responsibilities

AudioActive is a ground-breaking music organisation, working with young people at the meeting point of technology and contemporary youth culture. For us, music is an end in itself as well as a tool for social change, education and personal development. We are restless, unafraid and excited about what we do.

The Role of Trustee

As a Trustee you'll be an ambassador for AudioActive, and our work. You'll share our passion for music and creativity, and the impact it can have on young people's lives. You'll also share our vision of fairer, more inclusive music industries and the wider world of work.

Trustees are there to oversee the organisation's activities. It's the part of the organisation with formal power and responsibility, which are detailed in the governing document, and backed up by law. If things go wrong, it's the trustees that will be called to account. You need to be aware of this and act in the best interests of the organisation and its beneficiaries, following all requirements of law and regulation. This is sometimes referred to as the need for 'due diligence'.

As a trustee you will help:

- Set and maintain the vision, mission and values of the organisation
- Develop direction, strategy and planning
- Ensure the organisation has the structure and resources for its work
- Ensure policies and procedures to govern organisational activity are in place, including guidance for the board, volunteers and staff
- Ensure systems for reporting and monitoring are in place
- Manage risk and ensure compliance and accountability with the governing document, external regulators and the law
- Make certain that the financial affairs of the organisation are conducted properly and are accurately reported
- Spread the word, championing our mission and our programmes

If you are new to being a Trustee, or would like to understand the role of a Trustee in more detail, a 'What You Need To Know' guide is available via the Charities Commission website [here](#).

AudioActive has an aspiration to become an Arts Council National Portfolio Organisation (NPO). As trustees need to be invested into this process there is a good blog post here:

<https://www.linkedin.com/pulse/ace-npo-what-do-you-need-know-lucy-stone-mciof-/>

Additionally to these general responsibilities are some specific trustees roles:

The Treasurer

To monitor the financial administration of AudioActive and report to the board of trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements.

This includes:

- Ensuring the financial administration of AudioActive is robust and reporting to the board of trustees, in compliance with the governing document
- Chairing the Finance Committee and reporting back to the Board
- Ensuring AudioActive has robust and effective financial controls and risk-management process in place
- Designated signatory as per Financial Controls Policy
- Reviewing AudioActive's financial performance
- Reviewing policies for finance and investment
- Advising on the financial implications of AudioActive's strategic plan

The Trustee Safeguarding Lead

The lead trustee for safeguarding usually takes on three main sets of duties related to safeguarding in addition to their wider responsibilities as a trustee. Detailed information about safeguarding can be found on the Charity Commission website [here](#).

These are:

Strategic

- Consider the AudioActive's strategic plans and make sure they reflect safeguarding legislation, regulations specific to your activities, statutory guidance, and the safeguarding expectations of the Charities Commission
- Work with the CEO and designated safeguarding lead regularly to review whether the things the organisation has put in place are creating a safer culture and keeping people safe
- Check the AudioActive's risk register reflects safeguarding risks properly and plans sensible measures to take, including relevant insurance for trustee's liability
- Make sure there is space on the agenda for safeguarding reports and help trustees understand and challenge those reports

Effective policy and practice

- Make sure there is an annual review of safeguarding policies and procedures and that this is reported to trustees
- Understand the monitoring AudioActive does to see whether policies and procedures are effective
- Call for audits of qualitative and quantitative data (either internal or external) when they're needed

- Learn from case reviews locally and nationally, to improve AudioActive’s policies, procedures and practices
- Oversee safeguarding allegations against staff or volunteers, together with CEO and designated safeguarding lead
- Be a point of contact for staff or volunteers if someone wishes to complain about a lack of action in relation to safeguarding concerns

Creating the right culture

- Champion safeguarding throughout the organisation
- Attend relevant safeguarding training events and conferences
- Support the trustees in developing their individual and collective understanding of safeguarding
- Attend meetings, activities, projects to engage with staff, volunteers and beneficiaries to understand safeguarding on the ground
- Work with the chair, CEO, designated safeguarding lead and communications team in order to manage all serious safeguarding cases
- Support regular safeguarding updates for staff, volunteers and beneficiaries
- Make sure you have ways of gathering the views of staff and volunteers in relation to safeguarding and sharing these with the board

The Chair

The role of the chair is to chair meetings of the trustee board.

This includes:

- Helps plan and run trustee meetings
- Takes the lead on ensuring that meetings are properly run and recorded
- Takes the lead on ensuring that trustees comply with their duties and AudioActive is well governed
- Has a second or casting vote if a vote on a trustees’ decision is tied according to AudioActive governing documents
- Act as a spokesperson for the charity
- Acts as a link between trustees and staff
- Line manages the chief executive on behalf of the trustees
- Leading on the development of the board and ensuring its decisions are implemented
- Ensure the board has a good balance of skills that will meet the needs of AudioActive
- The chair should make sure that the lead trustee for safeguarding either has the required knowledge, skills, and experience or is supported to develop these