

Roman Catholic Diocese of Paisley

(the “Diocese”)

Scottish Charity No. SC013514

Role of the Trustee



INTRODUCTION

Trustees are responsible for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

KEY RESPONSIBILITIES

The Trustees must:

- ensure that the Diocese complies with all legal and regulatory requirements;
- ensure that the Trustees report on what they have achieved and prepare annual returns and accounts as required by law;
- ensure that the Diocese does not breach any of the requirements or rules set out in its trust deed and that it remains true to the charitable purposes and objects set out there;
- act with integrity, and avoid any personal conflicts of interest or misuse of Diocesan or Parish funds or assets;
- ensure that the Diocese is and will remain solvent; a charity is not solvent when it is unable to pay its debts when they are due;
- use charitable funds and assets reasonably, and only in furtherance of the charitable objects of the Diocese;
- avoid undertaking activities that might place the endowment, funds, assets or reputation of the Diocese at undue risk;
- take special care when investing the funds of the Diocese, or borrowing funds for the Diocese to use;
- exercise reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the Diocese, its Parishes and Curial departments are well-run and efficient;
- consider obtaining external professional advice on all matters where there may be material risk to the Diocese, or where the Trustees may be in breach of their duties.

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Role of the Trustee (continued)

MAIN DUTIES

The main duties of the Trustees are to:

- Make sure that they comply with legal and regulatory requirements, and act in accordance with the confines of the trust deeds of the Diocese.
- Act in the best interest of the Diocese, its beneficiaries and future beneficiaries at all times.
- Promote and develop the Diocese.
- Maintain sound financial management of the resources of the Diocese, making sure that expenditure is in line with the charitable objects of the Diocese, and investment activities meet accepted standards and policies.
- Interview, appoint and monitor the work and activities of the senior paid staff.
- Ensure effective and efficient administration of the Diocese and its resources and strive for best practice in good governance.
- Act as counter-signatories on cheques and any applications for funds of the Diocese, if appropriate.
- Maintain absolute confidentiality about all sensitive/confidential information received in the course of their responsibilities to the Diocese.

ACCOUNTABILITY

As the Trustees are responsible and liable for the governance and functioning of the Diocese, they are accountable in varying degrees to a variety of stakeholders, including: accountability under Canon law, to staff, to priests, to beneficiaries, to the community and to regulators including OSCR.

This document was approved by the Diocesan Trustees on: 12 May 2017

The next review is due on or before:

31 May 2017