British Hydrological Society

Terms of Reference - Trustee

(Note that some Trustees, with defined roles such as President, Hon. Secretary and Hon. Treasurer, have additional roles to those listed below).

Role: To ensure, with the other trustees, that the charity acts in accordance with its Statutes and to manage its activities in furtherance of its charitable purpose, i.e., the Object set out in the Statutes.

Note: The British Hydrological Society is a charity in the form of a Charitable Incorporated Organisation (CIO). Every trustee has legal responsibilities and potential liabilities in that capacity. Full details of these are not included in these Terms of Reference.

Responsibilities

- Setting strategies and undertaking the strategic management of the charity.
- Ensuring that the charity complies with its Statutes and all applicable legislation and regulations.
- Ensuring that the charity pursues its charitable purpose for the public benefit.
- Ensuring that the charity applies its resources in pursuance of its charitable purpose and provides appropriate public benefit through its activities in pursuit of those purposes.
- Ensuring the financial stability and solvency of the charity.
- Ensuring proper accounting records are kept.
- Ensuring the effective and efficient administration of the charity.
- Protecting and managing the property of the charity.
- Ensuring proper investment of the charity's funds.
- Approving the charity's policies.
- Safeguarding the good names and ethos of the charity.

Duties

- To assume one of the specific sub-committee roles and the responsibilities and duties for that role as laid out in the Terms of Reference of the relevant sub-committee:
    - Chair of Events
    - Secretary of Events
    - Chair of Education, Careers and Members
    - Secretary of Education, Careers and Members
    - Chair of Communications and Publications
    - Secretary of Communications and Publications
    - Chair of Early Career Hydrologists
    - Chair of Finance
    - Secretary of Finance
- Approving the strategies and policies of charity and monitoring progress against them (as a board).
- Determining and approving the annual budget and monitoring progress against it (as a board).
- Preparing and approving the annual report and accounts (as a board).

- Reporting to meetings of trustees (Chairs) or deputise for the Chair if they are unavailable (Secretaries)
- Playing an active part in the trustees' meetings and deliberations.
- Exercising due care and attention, using all reasonable skills in dealing with the charity's affairs.
- Using the trustee's own skills, knowledge, and experience to help the board of trustees reach sound decisions.
- Taking the lead in any trustees' activities where the trustee has special knowledge.
- Avoiding any conflict of interests and declaring potential conflicts to the board of trustees.

Key Dates

Date	Task / Event	Description
January	Attend the main committee meeting.	
February		
March	Attend the main committee meeting	
April		
May		
June		
July	Attend the main committee meeting.	
August		
September	Attend the National Symposium and AGM.	
October	Attend the main committee meeting.	
November		
December		

Based on template provided by Gillard, C., 2017. *How to run a charity: 2nd edition*. ICSA Publishing, London, UK.