



Chinese In Wales Association 威 尔 士 华 人 协 会 Cymdeithas Tsieiniaidd Yng Nghymru

Chinese In Wales Association (CIWA) is a Charitable Incorporated Organisation (CIO). Its registered charity number is 1175444.

<https://beta.charitycommission.gov.uk/charity-details/?regid=1175444&subid=0>

CIWA Trustees' main duties

1. Ensure CIWA is carrying out its purposes for the public benefit

You and your co-trustees must make sure that CIWA is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the CIWA's purposes as set out in its governing document
- plan what the CIWA will do, and what you want it to achieve
- be able to explain how all of the CIWA's activities are intended to further or support its purposes
- understand how the CIWA benefits the public by carrying out its purposes

Find out more:

[The essential trustee - purposes and public benefit](#)

2. Comply with your charity's governing document and the law

You and your co-trustees must:

- make sure that the CIWA complies with its governing document
- comply with charity law requirements and other laws that apply to your charity

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

CIWA is a registered charity with Charity Commission. Trustees are responsible to keep its details on the register up to date and ensure they send the right financial and other information to the commission in their annual return or annual update.

Find out more about [your governing document and the law](#).

[Change your charity's details](#)

[Send a charity's annual return](#)

3. Act in CIWA's best interests

You must:

- do what you and your co-trustees (and no one else) decide will best enable the CIWA to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to the CIWA conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the CIWA unless it's properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

Find out more:

[The essential trustee - act in your charity's best interests](#)

4. Manage your charity's resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the CIWA's assets are only used to support or carry out its purposes
- not take inappropriate risks with the charity's assets or reputation
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

Find out more:

[The essential trustee - manage your charity's resources responsibly](#)

5. Act with reasonable care and skill

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

Find out more:

[The essential trustee - act with reasonable care and skill](#)

6. Ensure your charity is accountable

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that CIWA is complying with the law, well run and effective
- ensure accountability within the CIWA, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers

Find out more:

[The essential trustee - ensure your charity is accountable](#)

Making decisions as a trustee

Charity trustees make decisions about their charity together, working as a team. Decisions don't usually need to be unanimous as long as the majority of trustees agree. They're usually made at [charity meetings](#).

When you and your co-trustees make decisions about CIWA, you must:

- act within your powers
- act in good faith, and only in the interests of your charity
- make sure you are sufficiently informed, taking any advice you need
- take account of all relevant factors you are aware of
- ignore any irrelevant factors
- deal with conflicts of interest and loyalty
- make decisions that are within the range of decisions that a reasonable trustee body could make in the circumstances

You should record how you made more significant decisions in case you need to review or explain them in the future.

Find out more about [making decisions](#).

Chair and treasurer trustee roles

In CIWA, some trustees have special roles, such as the chair and the treasurer. They are known as officers. You must comply with any specific provisions in your governing document about officers. Officers don't automatically have any extra powers or legal duties than the other trustees, but may carry out specific roles or have specific responsibilities delegated to them. Don't forget - all trustees remain jointly responsible for the charity. For example, all trustees share responsibility for finances (not just the treasurer).

[Find out more about chair and treasurer roles.](#)

Above information is collected from the webpage below:

<https://www.gov.uk/guidance/charity-trustee-whats-involved#trustees-6-main-duties>