

## Quick Guide for Trustees

### Time commitment :-

- During the run up to festivals; you may be working up to six to twelve hours a week, plus meetings. This includes from early January through to early May, and from early August through to early November.
- For the other five months outwith festival time; you may be working between three to six hours a week, plus meetings. This covers from early May through to early August, and then from early November through to early January.
- In exceptional circumstances, including if several Trustees are ill or otherwise absent at the same time, then the remaining Trustees may need to put in more time to get all the work done.
- Where a Trustee's workload becomes excessive then it is within their remit to recruit helpers to assist them with their work. They should also let the other Trustees know, as it may be possible for other Trustees to support them in that workload as well.
- Meetings are usually held every two to three weeks during festival time, or between three to five weeks outwith festival time.
- If any Trustee is absent from three or more committee meetings then they may be removed from the committee and replaced with a co-opted Trustee, should the rest of the Trustees believe that they are not performing their duties effectively.

### Scope :-

- Trustees are responsible for the well-being of our volunteers as well as the management and development of our society itself.
- They delegate out some of that responsibility to the Event Coordinator, production team, Blues, and Group Organisers.
- Trustees should prioritise all tasks by their urgency and importance, keeping a keen awareness about both immediate and long term objectives and tasks.
- Trustees are responsible for ensuring that the actions of those delegates are in accordance with our charitable objectives and all relevant laws.
- Trustees take on festival production roles, assisting the event Event Coordinator with press and publicity, health and safety, volunteer recruitment, and fundraising.
- Trustees retain full accountability for both finance and society membership; the Event Coordinator assists the Finance Officer and the rest of the board in these regards.
- Trustees handle all formal complaints.
- Trustees make society-wide announcements, ensuring that all announcements are relevant and necessary.

## **Trustees' Responsibilities**

- 1. Act in the interests of the society**
  - Put interests of the society first
  - Declare conflicts of interest, avoid discussions or decisions where you have conflict of interest, and ensure other committee members do the same
  - Ensure that any remuneration of committee members is legitimate
- 2. Seek, in good faith, to ensure that the society operates in a manner that is consistent with our objects and purposes**
  - Ensure that all activities of the society fall within our objectives
    - i) Educating the public about Celtic traditional lunar fire festivals and their relevance to contemporary culture
    - ii) Promoting participation in the Scottish traditions of street theatre, music, and pageantry
    - iii) Development of skills in professional performance and production, within a co-operative and collaborative environment
  - Ensure that the society adheres to its Articles and Memorandum of Association
  - Ensure that our assets are not applied to non-charitable purposes
- 3. Act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person**
  - Ensure the society is run properly, responsibly and lawfully
  - Act as guardians of the society's assets
  - Ensure that the society is solvent
  - Ensure other Trustees are "fit for purpose" and that everyone on the committee is working together
  - Apply a duty of care to paid staff and volunteers
- 4. Ensure that the charity complies with legislation governing charities and limited companies**
  - Submit accounts, annual returns, directors report, change of directors, change of registered address, resolutions, and changes to governing documents to Companies House
  - Keep financial records, prepare accounts, and subject these to external scrutiny
  - Submit annual return, accounts, and any changes to governing documents to OSCR
  - Ensure details of the society are accurate on Scottish Charity Register
  - Submit accounts and governing documents to members of the public
  - Ensure that the society complies with employment laws, health & safety legislation, Data Protection Act, and any other relevant legislation