



Barts Choir

Registered Charity No. 273180

Secretary: Kate McGuire, 3 Pinks Mews, Church Road, Milford, Surrey, GU8 5JD

E-mail: secretary@bartschoir.com

Website: www.bartschoir.com

Barts Choir Board of Trustees

Trustees and their responsibilities

Charity Trustees are the people who serve on the governing body (known as the Board of Trustees) of Barts Choir. Trustees have and must accept ultimate responsibility for directing the affairs of Barts Choir, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for which it has been set up.

A strong personal commitment to the aims of Barts Choir is important. Trustees of Barts Choir are unpaid volunteers (although Trustees can be reimbursed for reasonable expenses).

Compliance – Trustees must:

- Ensure that Barts Choir complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the choir prepares reports on what it has achieved and Annual Returns and accounts as required by law.
- Ensure that Barts Choir does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the choir.
- Act with integrity, and avoid any personal conflicts of interest or misuse of choir funds or assets.

Duty of prudence – Trustees must:

- Ensure that Barts Choir is and will remain solvent.
- Use charitable funds and assets reasonably, and only in furtherance of the choir's objects.
- Avoid undertaking activities that might place the choir's endowment, funds, assets or reputation at undue risk.
- Take special care when investing the funds of the choir, or borrowing funds for the choir to use.

Duty of care – Trustees must:

- Use reasonable care and skill in their work as Trustees, using their personal skills and experience as needed to ensure that Barts Choir is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to the choir, or where the Trustees may be in breach of their duties.

Roles and responsibilities

As specified in its governing document, Barts Choir has three Officers: a Chair, a Treasurer, and a Secretary.

The Chair has overall responsibility for the planning and chairing of Trustee meetings, and is also the formal link between the Trustees and those with delegated authority. The Treasurer ensures proper accounts are kept and helps set financial and investment policies. The Secretary takes responsibility, on behalf of the Chairman, for planning Trustee meetings and is also the person to whom delegated responsibility for the operational running of the choir is given.

Barts Choir seeks Trustees who are committed to the aims and objectives of the choir, have an interest in classical choral singing, and who can collectively bring the range of skills necessary to oversee the running of the choir. In particular, it seeks to ensure that financial and legal skills are represented on the Trustees Board.



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The Constitution (the choir's governing document) specifies no less than five and not more than 12 Trustees, each of whom may serve for no more than two consecutive terms of three years each. The Chair serves a five year term from the date of his/her appointment, which can be renewed as often as agreed by the Trustees. The Treasurer and Secretary may serve two consecutive terms of three years each from the date of their appointments-to-role, subject to the agreement of the Trustee Board. In exceptional cases, appointments can be extended on an annual basis subject to approval of the Trustees (in the case of Officers) or the Annual General Meeting (in the case of Trustees).

The Trustee Board meets once every term (approximately October, February and June) and additionally as necessary. Trustees are required to attend the Annual General Meeting and any Extraordinary General Meetings.

The Trustee Board has approved a Scheme of Delegation which specifies certain powers which it delegates to the Secretary for the operational running of the choir. The Scheme of Delegation is set out in a separate document, which the Trustees review from time to time.

In addition to the responsibilities set out above, the Trustee Board of Barts Choir has agreed that it will review and approve the following accountabilities:

- Strategic planning
- Annual budgets and annual accounts
- Approval of all major contracts (eg for venues)
- Selection of partner charities
- Approach to management of bank accounts and any other funds
- Appointment of, and fees paid to, conductor, rehearsal pianist and any other professionals used in the management of the choir
- Long range plans for future concerts
- Compliance with appropriate financial and charity law
- Compliance with Constitutional aims and objectives
- Risk management assessments and any decisions arising from them
- Representing members' interests

If things go wrong

The Charity Commission offers information and advice to charities on both legal requirements and best practice to help them operate as effectively as possible and to prevent problems arising. In the few cases where serious problems have occurred they have wide powers to look into them and put things right. Ultimately Trustees of an unincorporated association such as Barts Choir are personally responsible for the liabilities incurred by them on behalf of the Trust, but they are usually entitled to be reimbursed out of the Trust funds. This will depend on the circumstances and the type of governing document for the charity, and whether the Trustees have acted prudently, lawfully and within the rules of the governing document.