



Information on Becoming a Trustee

Introduction

This information sheet has been produced for the benefit of people who are interested in becoming a member of LGEC's Board of Trustees (Management Committee). There are basically two ways in which people can join LGEC's management committee:

- Being an LGEC member who is nominated by another member and who is voted onto the management committee at the LGEC Annual General Meeting or at another General Meeting of the LGEC membership.
- Being co-opted by the LGEC management committee. Co-opted members have to be voted on to the committee at the next AGM, and vacancies as co-optees are limited.

Essential requirements:

- Be committed to LGEC's mission of "***working to promote learning for action and positive global change.***"
- Be over the age of 18.
- Be trustworthy and not disqualified from being a charity trustee under section 72 of the Charities Act (more details available from LGEC)
- Be willing to act in the best interests of LGEC and to work in partnership with staff and volunteers to enable LGEC to fulfil its objectives.

What is the management committee responsible for?

The management committee is the governing body (or board of trustees) of LGEC. LGEC is a charity registered as Lancashire Development Education Group Ltd., charity number 1089036. The management committee is responsible for the overall management of the organisation and in particular for ensuring:

- That the organisation's finances are properly managed and accounted for.
- That the organisation's activities are compatible with its charitable objectives.
- That the organisation works within charity law, employment law and other relevant laws.

The management committee also has overall responsibility for the direction of the organisation.

What is involved?

Management Committee meetings are usually held 10 times a year (monthly except August and December) and it would be hoped that you would be able to attend at least

7 meetings over the year. Meetings are usually held on the first Monday of the month at 6.30 pm, with sandwiches provided from 6 pm onwards.

You may wish to identify a specific area of interest on which you will concentrate your input (eg staffing issues, financial management, project support etc.). You may also wish to volunteer to undertake tasks and duties in between meetings and report on progress at management committee meetings. Any additional responsibilities are of course optional.

You would be expected to acquaint yourself with LGEC's policies and plans and to keep abreast of organisational developments. To help you in this an induction pack will be issued to you and you will be encouraged to file copies of meeting papers, new policies etc for your future reference.

It is also hoped that you would be able to attend the Annual Strategic Planning Day, which usually takes place in spring. The day is really valuable in that it provides an opportunity to look back over the achievements and challenges of the last year, set the course for future developments and start to formulate plans for the year ahead (and beyond). The strategic planning day is also really valuable because it provides an opportunity for people new to the organisation to find out more and to become more involved.

Expenses

Nobody is expected to be out of pocket as a result of serving on LGEC's management committee. A light buffet is provided prior to management committee meetings, travel expenses up to £5 and child care costs are payable to enable committee members to participate in meetings.

Further information

More information about LGEC and its activities can be found on our web site (www.lgec.org.uk). You can find out more about what is involved in being a charity trustee from the Charity Commission's Leaflet CC3 - *Responsibilities of Charity Trustees* - available from the Global Education Centre.

If you require any further information please contact Carol McQueen (Secretary of the Board of Trustees)



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