**Draft ~ Quakers in Scotland Trustee Introduction**

**What is ‘Quakers in Scotland’?**

Quakers in Scotland is the national body of the Religious Society of Friends (Quakers) in Scotland.

It provides a national voice and representation for Quakers in Scotland, appointing representatives to various national bodies and having links with the Scottish Parliament.

It provides support and guidance to all local meetings and worshipping groups within Scotland.

It provides administrative facilities and support to all local meetings and worshipping groups.

It is the charitable body responsible for the property and assets for all the local meetings in Scotland.

It is a Scottish Charitable Incorporated Organisation SCIO which gives it a legal identity, and thereby removing/reducing the risk of personal liability for its trustees.

Its membership is open to anyone who worships with Quakers in Scotland.

**What do trustees do?**

The role of trustees is to ensure that the organisation and all its assets are administered in the accordance with our charitable purposes and that meetings are well run with proper regard to charitable law and good practice. Although everyone within the organisation play a part in this, trustees take on specific and legal responsibility, on behalf of the organisation for finance, property, employment, health and safety and safeguarding matters and for meeting the requirements of the Office of the Scottish Charity regulator (OSCR).

Trustees must comply with the duties of a trustee as set out by the Office of Scottish Charity Regulator OSCR:

The general duties are:

A charity trustee must:

**1. Act in the interests of the charity:**

1.1 You must operate in a manner consistent with the charity's purpose  
1.2 You must act with care and diligence  
1.3 You must manage any conflict of interest between the charity and any person or organisation who appoints trustees

**2. Comply with the 2005 Act (specific duties):**

2.1 Charity details on the Scottish Charity Register  
2.2 Reporting to OSCR: making changes to your charity  
2.3 Financial records and reporting  
2.4 Fundraising  
2.5 Providing information to the public.

The specific duties are:

Additional duties for charity trustees include:

**1. Updating your charity's details.**  Trustees must make sure that OSCR hold the latest information about the charity on the Scottish Charity Register. Charities must seek consent from OSCR before taking certain actions. See website for further details

Charities are not required to notify OSCR of changes to charity trustees as this is information is contained within the Trustees' Annual Report that each charity sends to OSCR with its Annual Return form. If, however, a change of trustee means a change to the charity's principal contact, then the charity must notify OSCR of the change a soon as possible.

SCIOs must keep an up to date [register of trustees and members](https://www.oscr.org.uk/media/1894/2015-06-09-scio-trustee-register-natural-persons-2.pdf).

**2. Reporting to OSCR.**Complying with the statutory duty to supply certain information:

* [Annual Monitoring](https://www.oscr.org.uk/managing-a-charity/charity-accounting/annual-monitoring/)
* [Charity Accounting](https://www.oscr.org.uk/managing-a-charity/charity-accounting/)
* [Making Changes to Your Charity.](https://www.oscr.org.uk/managing-a-charity/making-changes-and-reorganising/making-changes-to-your-charity/making-changes-to-your-charity/)

**3. Financial record keeping and reporting.**  Section 44 of the 2005 Act states that charities must:

* keep proper accounting records
* prepare a statement of account, including a report on its activities, at the end of each financial year
* have the statement of account independently examined or audited
* send a copy of the accounts, along with the annual return, to us.

Accounting records must be kept by the charity for a minimum of 6 years from the end of the financial year in which they were made.

**4. Fundraising.**  Trustees are responsible for taking control of how their charity raises funds.

**5. Providing information to the public.**  Trustees must make sure that their charity meets legal requirements when referring to their charitable status, for example in advertisements, and in their duty to provide information about their charity to the public.

Further information is available on the website: <https://www.oscr.org.uk/managing-a-charity/trustee-duties/>

**What skills and experience is needed or desirable?**

Having substantial experience of Quakerism, Quaker meetings and the Quaker business method is generally more important than being very experienced in any of the areas for which Trustees are responsible. A great deal of information and assistance is available from a variety of sources (see later) so a willingness to learn and acquire new skills is desirable unless you have previous experience as a Trustee of another charity.

Being able to take and exercise responsibility and seek advice from others as necessary is also important. Trustees need to work together, share information, skills and knowledge as they are jointly and severally responsible for the decisions that are made.

**How will they do it?**

Trustees will meet at least 4 times a year, usually on Zoom, to consider the relevant business. Trustee meetings are meetings for worship for church affairs, held in faithful waiting in the Spirit, with the expectation of being guided to uphold the religious imperatives and values of the Religious Society of Friends (Quakers ) in Scotland

The trustees will be supported be 3 committees and a paid administrator, in accordance with a scheme of delegation.

The 3 committees will be:

Finance Committee

Property Committee

Employment Committees

Each committee will consist of 2 trustees plus other appointed members as agreed by Quakers in Scotland and detailed in the Memorandum of Understanding.

Each committee will meet regularly to handle their delegated responsibilities and report to the trustees at each trustees meeting.

The paid administrator will assist in handling paperwork, maintaining the records, general administration and sending out emails for the clerk of trustees.

Trustees will report annually to Quakers in Scotland at the designated annual general meeting for worship for church affairs (AGM)

**How many trustees will there by?**

The Governing Document stipulates there will be no fewer than 7 and not more than 15 trustees.

It is hoped that initially there will be at least one from each of the four current area meetings, one from General Meeting and one from Dundee Friends Property Trust, plus the treasurer of Quakers in Scotland and one of the assistant clerks

**How will they be nominated and appointed, and for how long?**

It is hoped that nominations for the initial trustees will come from each joining body, for appointment at General Meeting. Once Quakers in Scotland is established then nominations will go to the designated AGM each year for appointment by the members, with a rolling programme of appointments to ensure continuity within the body of trustees.

Generally, trustees will be appointed for a three year period and are eligible for reappointment for a second term.

**Will there be any induction and training available?**

Yes, Friends appointed will receive an induction pack containing all the relevant documents.

A buddy will be appointed to support them in the role.

Training is available through Woodbrooke and the Association of Church Accountants and Treasurers (ACAT)

The draft Terms of Reference (ToR) are available on the Quakers in Scotland website [insert link]

**Further sources of information**

<https://www.oscr.org.uk/managing-a-charity/trustee-duties/>

<https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/>

<https://qfp.quaker.org.uk/chapter/15/>

<https://www.quaker.org.uk/documents/quaker-trustee-handbook>

<https://www.acat.uk.com/>

If you are interested and would like to discuss this role further, or have other questions please contact:

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