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Gwerthfawrogi Ymddiriedolwyr Sir Gâr - Valuing Carmarthenshire Trustees

Zoom meeting for Trustees 05/11/20

Overview of New Guidance available for Trustees and
an opportunity to share experiences and discuss any issues affecting trustees.

1. Charity Commission new 5-minute guides:

The Charity Commission has launched a new set of simple, easy to understand guides to help trustees:

- [achieving a charity's purposes](#)
- [good decision making](#)
- [addressing conflicts of interest](#)
- [financial oversight](#)
- [what to file with the Commission and what support is available](#)

More information on the Charity Commission website

<https://charitycommission.blog.gov.uk/2020/11/02/this-trusteesweek-take-5-to-read-our-new-quick-and-easy-guides/>

Or on CAVS website:

<http://www.cavs.org.uk/new-5-minute-guides-will-support-charity-trustees-to-meet-duties/>

2. Further information for Trustees:

- The Essential Trustee:
<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- Information sheets are available on CAVS website:
<http://www.cavs.org.uk/information-sheets/>
- The new Third Sector Support Wales (TSSW) Knowledge Hub has resources:
<https://thirdsectorsupport.wales/resources/?pillar=good-governance>

The Charity Commission website is also very useful for Model Governing documents, Charitable Purposes, templates for filing Trustee Annual Returns and Annual Accounts, and holding AGMs and meetings online.

3. Discussion "One Top Tip you have learned as a Trustee"

Top tips shared by meeting attendees:

Governing documents

- Make sure your governing document is updated regularly (Model governing documents available on Charity Commission website)
- Make sure you know your governing document (and other documents) of your organisation

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- Articulate and share a clear vision for the organisation (examples of Charitable purpose on Charity Commission website)

Policies and Plans

- Review your policies regularly and update where needed
- Have a clear strategic plan with objectives which is reviewed annually.

Communication

- Build good communication between fellow trustees and with employees and volunteers
- Consult and involve employees where appropriate

Meetings

- Run purposeful short meetings, keep to the Agenda and keep to the time allocated.
- To run a good meeting the Chair and Chief Officer should plan and go through it together beforehand.
- Use Zoom for regular meetings to keep people in touch during COVID.
- Update your governing document to be able to meet remotely ('virtual meetings')
- If you don't understand, never be afraid to ask in meetings.
- Say things in the meeting, not outside!

Trustees

- Ensure new trustees have a good induction so that they know their governing document, what their role is, and what the organisation is doing
- Recruit younger trustees to build an Intergenerational board and involve younger people more
- As a Board be clear what the Board needs to be in charge of, what the board's role is.
- Recruit trustees and volunteers who will be actively involved.

Running the organisation

- Make sure you build up reserves
- Understand the business of your organisation – know what your employees are doing and have succession planning in place (what would you do if a key person leaves?)
- Look after your employees – make sure they can cope with their workload, employ more staff if needed
- Manage the expectations of staff and trustees

4. **Coaching & Mentoring programme for CEOs & Chairs:** 10 x 1½ hour sessions at fortnightly intervals. Cost £400 per organisation. For further information or to register interest, please contact Sarah at CAVS.

5. **CAVS Membership information**

Membership of CAVS is open to all voluntary and community groups who are based or provide services in Carmarthenshire. Annual subscription £20: <http://www.cavs.org.uk/join-cavs/>

6. **CAVS staff:**

CAVS Health and Wellbeing Officer	Jackie Dorrian	jackie.dorrian@cavs.org.uk
CAVS Development Support Officer	Sarah Herbert Jones	sarah.herbert-jones@cavs.org.uk
CAVS Community Volunteering Development Officer	Jamie Horton	jamie.horton@cavs.org.uk
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