

Trustees of ASET should all:

- Have a commitment to the organisation and its aims
- Have a willingness to devote the necessary time and effort
- Possess good judgement and independence of mind
- Show a willingness to work collectively as part of a group
- Seek constructive debate and dialogue over confrontation

On a practical level Trustees are expected to:

- Strive to attend all meetings, sending apologies to the office for necessary absences
- Prepare for the meeting by reading the agenda, papers and emails before the meeting
- Participate fully in the meetings and contribute positively to the discussions
- Have the best interests of the organisation/beneficiaries in mind at all times
- Fulfil any responsibilities or action assigned and report back on progress at the next meeting in person or writing

Collectively our **Trustees have a legal responsibility** to govern our charity, by directing the organisation through collective decision making. This is a mandatory requirement of everyone on the committee, placed on us by the Charity Commission. This means Trustees must determine strategy and directions, and be accountable for our actions. In particular there is a collective responsibility to ensure charitable continuity, ensuring trustee renewal, effective decision making and information sharing processes. Additionally Trustees must jointly safeguard our assets, both tangible (financial) and intangible (reputation and name), ensuring that assets are used appropriately and constitutionally, and that the organisation remains in good financial health in line with the Charity Commission's expectations.

In practice this means that Trustees must:

- Be active; Trustees cannot be dormant or 'sleeping' committee members as they are still liable for the decisions the others make in their absence
- Act jointly; a Trustee has no powers on their own unless they have been specifically given them by the committee and this has been noted in the minutes at a proper meeting
- Act constitutionally and within the law
- Act in the interests of the members
- Act reasonably and honestly
- Have a duty of care, acting prudently and reasonably
- Avoid conflict of interest and not benefit personally, other than for professional development purposes
- Not delegate control –the Trustees remain responsible and accountable for the overall organisation

Additionally we would like our Trustees to:

- Be a pool of expertise and advice
- Manage one or more areas of responsibility or projects, either individually or as a shared activity
- Work on a voluntary basis for us, particularly in terms of supporting the delivery of events
- Contribute towards positive team work, learning and development for the committee as necessary
- Promote ASET to its members and the wider Higher Education community
- Develop their own professional reputation through their involvement with ASET