

ASET Trustee Induction

By becoming a Trustee you assume certain responsibilities and you are advised to read the following external document so that you understand these responsibilities:

- Charity Commission [The Essential Trustee: What you need to know, what you need to do](#)

If you wish to explore the Charity Commission records associated with ASET, please use our registered charity number [285104](#) and search their website.

You may also be interested in working through some free online training to support your development as a Trustee. **TrusteeLearning** is available here: <http://trusteelearning.org>, this is a free online package of modules provided by Community Action Suffolk for those wanting to learn more about being a Trustee. It covers leadership, roles and responsibilities, complying with the law, building an effective board, good governance, business planning, effective trustee meetings, financial management, managing people, evaluation and quality.

Becoming a Trustee of ASET you need to understand our organisation, the roles within it including your own, and our policies that specifically relate to your responsibilities:

- ASET [Memorandum and Articles of Association \(our constitution\)](#)
- ASET Trustee role descriptor
- ASET Officer role descriptors; Chair, Vice Chair and Treasurer
- Key policies; [Conflict of Interest](#) and [Expenses](#)

As ASET is constituted as both a company and as a charity, being a Trustee also makes you a Director of the company ASET (1982) Ltd. We are registered at Companies House, as registered company [01610999](#). As a Director the ASET Office will direct you to information about your responsibilities in this capacity.

In essence your role is to have a commitment to our organisation and its aims, and a willingness to devote the necessary time and effort to work collectively as part of a group providing a sense of good judgement and independence of mind.

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 order to understand the history of our organisation you can review the [latest annual accounts](#), the minutes of our last [annual general meeting](#), and the office will arrange to send you a set of the minutes of previous board meetings.

Our [Executive](#) is made up of Trustees and occasionally co-opted members where vacancies for Trustees exist. We have ex-officio members to the Executive; our ASET President and we can invite up to four visitors to our meeting to participate in business. The ASET Office clerk the meetings and produce minutes.

We meet for meetings in November, January, March, May and July of each academic year. Members are invited to contribute items to the meetings, agendas are fixed two weeks prior to a meeting and papers circulated a week beforehand.

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

Trustees are expected to have some input into the decision making process and running of ASET Events including the staff development programme [workshops](#), [Regional Hubs](#), the [Leadership Exchange](#), and our [annual conference](#) – where we hold our annual general meeting (AGM).

You are also required to join one of our four working groups; details below:

[Staff Development](#)

[Research](#)

[Membership](#)

[Communications](#)

Key Contacts

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For confidential matters

Nicola Bullivant-Parrish, Learning and Development Advisor

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