



Coodal Role and Responsibility Policy for Associate Members and Trustees

1. Introduction Coodal is a UK charity committed to its mission statement and objectives. This policy outlines the role and responsibilities of trustees, ensuring they govern the charity effectively and in compliance with legal and ethical standards. This policy outlines the duties, obligations, and conduct expected of all trustees of Coodal, a registered UK charity. Trustees hold a position of trust and must act in the best interests of the charity and its beneficiaries at all times. This document is to be read in conjunction with guidance from the Charity Commission for England and Wales.

2. Role of a Trustee. Trustees are responsible for the overall governance and strategic direction of Coodal. They work collectively to safeguard the charity's values, mission, and financial sustainability while ensuring compliance with relevant laws and regulations.

3. Key Responsibilities

Trustees must:

- **Ensure Compliance:** Act by Coodal's governing document, charity law, and other applicable regulations.
- **Strategic Oversight:** Develop and oversee the implementation of Coodal's strategy in line with its mission.
- **Financial Stewardship:** Ensure the charity's financial health, approving budgets, monitoring expenditure, and ensuring proper financial controls.
- **Risk Management:** Identify and mitigate risks affecting the charity's operations and reputation.
- **Accountability & Transparency:** Ensure the charity operates in an open and accountable manner, including fulfilling reporting obligations.
- **Support & Challenge:** Provide support and constructive challenge to the executive team, ensuring effective leadership and decision-making.

- **Act with Integrity:** Adhere to the highest ethical standards, avoiding conflicts of interest and making decisions in the best interests of Coodal.
- **Advocacy & Representation:** Promote and advocate for the charity's work within the community and among stakeholders.
- **Meetings:** Attend trustee meetings regularly and contribute actively.
- **Prepare** for meetings by reading agendas and supporting documents.
- **Ensure** effective and sustainable governance.
- **Oversee and support** the charity's strategic direction and operations.
- **Maintain the confidentiality** of all sensitive and personal information.
- **Declare any conflicts of interest** and act appropriately to manage them.
- **Uphold** the reputation and values of Coodal.

4. Legal Duties Trustees must fulfil the following legal duties:

4.1. Duty of Compliance: Ensure that Coodal abides by its governing document, UK charity law, and any other relevant legislation.

4.2. Duty of Prudence: Manage the charity's resources responsibly and avoid undue risk.

4.3. Duty of Care: Act with reasonable care and skill, ensuring decisions are well-informed and in the charity's best interests

4.4. In accordance with charity law, trustees must ensure that:

- The charity is carrying out its purposes for the public benefit.
- The charity complies with its governing document and the law.
- The charity acts in the charity's best interests.

4.5. The charity is managed responsibly

- The charity's resources are used appropriately and not misused.
- The charity is accountable and transparent.

5. Trustee Guidance Requirements

All trustees of Coodal are required to:

5.1 Read and Understand Key Guidance Documents

CC3 – The Essential Trustee: What you need to know, what you need to do

This core document explains the legal duties of trustees and provides guidance on How to fulfil those duties effectively.

CC27 – It's Your Decision: Charity Trustees and Decision Making
This guidance supports trustees in understanding how to approach decisions methodically, legally, and in the charity's best interests.

5.2 Confirm Familiarity

- Each trustee must confirm, in writing, that they have read and understood the above guidance
- documents within one month of appointment, and review them annually or when updated.

5.3. Conduct and Compliance

Trustees are expected to:

- Adhere to the charity's code of conduct and policies.
- Treat other trustees, staff, and volunteers with respect and professionalism.
- Avoid any behaviour that could be perceived as bullying, abusive, or undermining.
- Ensure all actions are in line with Coodal's charitable objectives and legal obligations.

6. Commitment and Expectations

Trustees are expected to:

- Attend and actively participate in board meetings and relevant subcommittees.
- Allocate sufficient time to their role, including preparation for meetings and engagement with stakeholders.
- Undertake training and development as necessary to fulfil their responsibilities effectively.
- Act collectively and respect the decisions of the board.

7. Conflicts of Interest Trustees must declare any conflicts of interest and ensure they do not personally benefit from their role unless explicitly permitted under charity law.

8. Induction and Ongoing Learning

- New trustees will receive an induction pack including the charity's governing document
- This policy and the relevant Charity Commission guidance.
- Trustees are encouraged to participate in training opportunities and remain up to date with best practices in charity governance.

9. Review and Amendments This policy will be reviewed annually to ensure it remains up to date and fit for purpose. Amendments will be made as necessary in line with best governance practices and legal requirements.

10. Non-compliance with this policy may result in appropriate action, including removal from the Board, in line with the charity's constitution.

Approved by: S.Shanmugadasan, Chair of BOTS

Date of update: 19/07/2025.