



# **Royal Life Saving Society UK, in the UK & Ireland (RLSS UK)**

**Trustee Application Pack  
2022**

**Closing date of Tuesday 30 August 2022**

## Welcome

Thank you for your interest in becoming a Royal Life Saving Society UK Trustee or our next Deputy President. Trustees are vital to our continued success and this application pack explains what we are looking for and how to find out more if you are interested.

The RLSS UK Board recognises the value of a diverse board and seeks to increase equality and diversity through the election and appointment of its Trustees and Advisors.

**This year (2022) we have a total of three trustee vacancies - two vacancies for Trustees and one vacancy for Deputy President. Each prospective candidate will need to nominate themselves in order for RLSS UK members to vote, as part of the 'one member one vote' process. The deadline for Trustee nominations is Tuesday 30<sup>th</sup> August 2022 at 5pm.**

We're looking for applicants who:

- are passionate about drowning prevention.
- possess the essential skills, knowledge and experience required to be an effective charity trustee.
- offer one or more of the specialisms detailed in this pack.
- are from a wide range of backgrounds, places and perspectives, as we are keen to have a diverse and inclusive board.

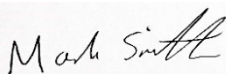
Being a trustee can be highly rewarding. Trustees use their skills and experience to support the charity, helping us to achieve our aims. Trustees also often learn new skills during their time on the board - enhancing their own personal development.

This pack has the information to help you decide whether this opportunity is right for you.

An optional part of the application process is an informal telephone call between yourself and a current RLSS UK Trustee. This telephone call is purely so a current RLSS UK Trustee can make clear the governance duties of a Trustee and ensure you're clear on the responsibilities involved. It's also a good opportunity for you to ask any questions you may have. Additionally, we will be holding a virtual briefing with Deputy President Debbie Hunt, for perspective nominee's to further explore the duties of a trustee. Details of the briefing will be shared in due course.

If you have any general queries with regards to applying, please contact [elections@rlss.org.uk](mailto:elections@rlss.org.uk).

Thank you again for your interest.



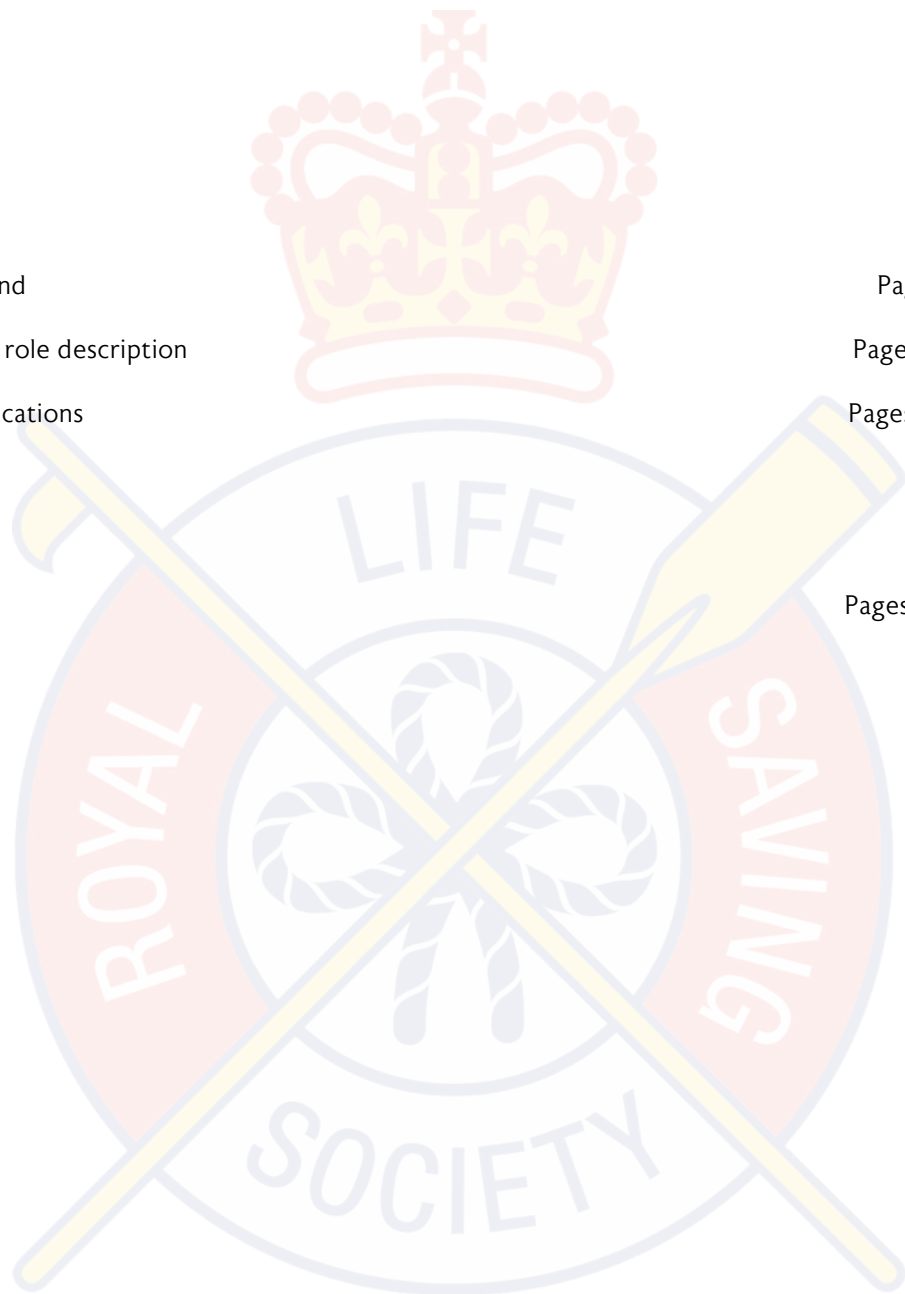
Mark Smith, President and Chair  
Royal Life Saving Society UK



Robert Gofton, CEO  
Royal Life Saving Society UK & Ireland

## Contents

|  |                |
|--|----------------|
| About RLSS UK & Ireland                | Page 4 to 5    |
| The Board and Trustee role description | Pages 6 to 10  |
| Deputy President Applications          | Pages 11 to 12 |
| Application process                    | Page 13        |
| Suggested reading                      | Page 14        |
| Governance                             | Pages 14 to 16 |



## About RLSS UK & Ireland

The Royal Life Saving Society UK in the UK & Ireland (RLSS UK) is the charity that enhances communities, so everyone can enjoy being in, on or near the water safely, because every life is worth saving.

Around 400 people accidentally drown in the UK and Ireland every year and many more suffer injury, some life-changing, through non-fatal experiences. Many of these incidents are avoidable, with the correct level of knowledge and training.

As a leading provider of water safety and drowning prevention education, we collaborate, campaign, educate and train to help give everyone the confidence to enjoy the water, safely. We are delighted that after much great work, our concerted efforts over the past decade have realised a reduction in accidental drownings across the UK and Ireland.

Our impact speaks for itself, and you can find more about our ongoing work and impact [here](#).

We have invested time on our governance, to improve an already vibrant Trustee Board with the necessary skill sets to work toward a new direction for the charity, specifically aiding us to become more financially sustainable and efficient.

The 2020-2025 Strategic Framework will help to bolster local communities, particularly those who have experienced hardship during the pandemic. Through increased brand exposure we aim to increase the number of people engaging with the charity and moving through our membership and qualification pathway. This key strategic pillar will position us to increase our membership and subsequently build a variety of income streams.

Our digital infrastructure, despite recent challenges, is robust and modern. We are currently benefiting from the successful implementation of a new customer relationship and membership management system. This has provided the flexibility to increase member engagement and value. The investment in our digital systems allowed us to respond quickly to the challenges we faced at the start of the pandemic by offering an innovative programme of online learning opportunities. Our changes to the ecommerce and fulfilment approach have already allowed us to improve the quality of customer journeys and increase our sales portfolio.

RLSS UK wouldn't be the success that it is without the input and support of our volunteers, fundraisers, members, supporters and partners. As you now consider your application to become a Trustee, we'd like to encourage you to reflect on how you could personally champion our water safety messages to help us achieve our ambitions in a pivotal role within the organisation.

To view the full RLSS UK Strategic Framework, [click here](#).

# The RLSS UK Strategy on One Page



## OUR STRATEGY ON ONE PAGE

### OUR PURPOSE

To enhance communities, so everyone can enjoy being in, on or near water safely – because every life is worth saving.

### VISION

Nations without drowning where everyone can safely enjoy being in, on or near water.

### MISSION

To be the leader in lifesaving and lifeguarding in the UK and Ireland; sharing our expertise and knowledge with as many people as possible, giving everyone the potential to save lives and safely enjoy water.



**EDUCATION,  
TRAINING AND  
PERSONAL  
DEVELOPMENT**



**CONSULTANCY,  
EXPERTISE  
AND PARTNERSHIP**



**BUILDING  
OUR  
COMMUNITY**

**FINANCIALLY SUSTAINABLE**

**ENVIRONMENTALLY RESPONSIBLE**

**STRATEGIC FRAMEWORK 2020 – 2025**



## The Board

RLSS UK is governed by a Board which comprises between nine and 12 people. RLSS UK Board is currently made up as follows:

- President
- Chair
- Deputy President
- Honorary Treasurer
- Elected Trustees x6
- Appointed Trustees x2

The Board is supported by legal counsel and a Youth Advisor.

The Board's role is to govern RLSS UK and provide overall strategic direction to achieve its aims.

The fundamental responsibility of Trustees is to look after the resources given to RLSS UK by individuals and organisations, and ensure these resources are used effectively to achieve the purpose for which they were given. Although Trustees are ultimately responsible for the management and administration of RLSS UK, operational management is delegated to the Chief Executive.

The Board has three-committees where trustees with specific skills and experience can focus on priority opportunities and risks in more detail. Responsible areas for each sub-committee are as follows:

### Finance Committee

To provide oversight, review, and recommendations to the Trustee Board on:

- Annual budget setting
- Audit Strategy and selection
- Directors' statement of Going Concern
- Financial Regulations including the Financial Delegations Policy (operational oversight provided by the Governance Committee)
- Reserves Policy
- Medium Term Finance Strategy
- Internal Control Recommendations arising from the Annual Audit
- Financial Performance of organisational activities
- Performance against budget and finance KPIs
- Financial strategies
- Financial reporting including reports for Trustee Board
- Audit planning and reporting
- Reserves and investments
- Internal Financial Controls & finance related risk management control

## Commercial Committee

To provide oversight, review, and recommendations to the Trustee Board on:

- RLSS UK three-five-year Plan
- Commercial and Fundraising Strategy, Planning, and Delivery
- Charity Activities (Public Good) Strategy, Planning, and Delivery
- Operational Performance and Service Delivery of Commercial, Fundraising and Charitable activities
- Performance against plans and KPIs
- Project planning and management of major commercial development systems projects
- Use of data and evidence for strategies and projects, and for measuring outcomes against plans
- Service standards for RLSS UK & Irish customers and members
- Risk management and controls for commercial, fundraising and charitable activities
- Review and evaluation of new income proposals and projects from the management team
- Oversight of contracts with major partners and suppliers and monitoring of their performance
- Planning and development of IT infrastructure systems and policies
- Review of marketing campaigns and projects

## Governance Committee

To provide review and recommendations to the Trustee Board on:

- RLSS UK and subsidiaries governing documents
  - Articles of Association
  - Financial Regulations (working with the Finance Committee)
  - Scheme of Delegation
  - Trustee Code of Practice (code of conduct)
- Quarterly governance reporting
- Annual Report
- Governance compliance of all organisational activities
- RLSS UK governance framework including effective compliance.
- Management of governance, assurance and related legal risks
- Charity and Company records/filing with regulators
- Performance against governance and compliance KPIs

## Trustee Role Description

Please note the Deputy President is classified as a trustee so the information in this section relates to both the Deputy President and trustee roles.

We're looking for Trustees who:

- Are passionate about drowning prevention.
- Possess the essential skills, knowledge and experience required to be an effective charity trustee.
- Offers one or more of the specialisms detailed in this pack.
- Are from a wide range of backgrounds, places and perspectives as we are keen to have a diverse and inclusive board.

### Before you start - make sure you are eligible

- You must be at least 18 years old or over.
- You must be a RLSS UK individual member at the time of submitting your trustee application.
- You must not act as a trustee if you are disqualified under the Charities Act. This includes if you:
  - have an unspent conviction for an offence involving dishonesty or deception (such as fraud).
  - are bankrupt or have entered into a formal arrangement (for example, an individual voluntary arrangement) with a creditor.
  - have been removed as a company director or charity trustee because of wrongdoing.
- You must not act as a Trustee if have been barred under the Safeguarding Vulnerable Groups Act 2006.
- You fully understand the main duties of a trustee has directed below

### Trustees' main duties

Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do. Trustees are the people who lead the charity and decide how it is run. All Trustees share the same core duties irrespective of whether they are appointed or elected. Trustees must act as a group, not as individuals.

Trustees have a legal duty and responsibility to act in the best interests of the charity. Interests of the charity are paramount. Trustees should not allow their personal interests or views to override this.

The Charity Commission provides useful guidance on what's involved in being a Trustee. Key guidance includes:

- Charity trustee: what's involved (including Trustees' 6 main duties)  
[www.gov.uk/guidance/charity-trustee-whats-involved](http://www.gov.uk/guidance/charity-trustee-whats-involved)
- The essential trustee: what you need to know, what you need to do  
[www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3](http://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3)

Based on the Charity Commission's Trustees' 6 main duties, [click here](#) to read and ensure you are comfortable with the core duties of an RLSS UK Trustee.

### Specialisms

We aim wherever possible to align Trustee responsibilities (together with their skills, knowledge and experience) to the RLSS UK Strategic Framework. RLSS UK carries out a Trustee Skills Audit annually to identify any gaps in terms of skills versus deliverables.

For this voting cycle, based on RLSS UK Strategic Framework and most recent Trustee Skills Audit, we are looking for experience in one or more of the following areas:



1. Involvement at trustee level with other charity sector organisations
2. Extensive experience within IT environments or new technologies
3. Charitable fundraising, especially grants and bids
4. Involvement within strategic level marketing

## Values

RLSS UK & Ireland is a values-led organisation. The conduct and behaviour of RLSS UK Trustees is paramount as it can significantly impact on people's perceptions of RLSS UK and RLSS UK's reputation.

RLSS UK Trustees work to RLSS UK Trustees' Guiding Principles.

## RLSS UK Trustees' Guiding Principles

As trustees of RLSS UK we will demonstrate our commitment and responsibilities to all members, staff and beneficiaries by:

- Publicly supporting decisions made by the board of trustees,
- Acting in the best interests of RLSS UK whilst setting aside our personal interests,
- Being consultative and engaging in our decision making,
- Respectful of other opinions and challenging in an appropriate way,
- Being measured in our actions and communications on RLSS UK business.

## Time commitments

Trustees are expected to:

- Complete an induction programme when they are first elected (ideally before their first Board meeting).
- Prepare for and attend all Board meetings.
  - The Board meets five times a year, some of these meetings may be virtual. When meetings are face-to-face an evening catch-up often occurs on the Friday evening with the main board meeting running 09:00 to 15:30 Saturday. The 2023 dates will be agreed shortly.
  - Papers are uploaded to a shared file in advance. The President/ Chair runs the meeting on the assumption that all Trustees have read the papers. Additional Board meetings or teleconferences may be called to address emergency issues.
- Attend an annual away day which may include an overnight stay.
- Attend RLSS UK's annual general meeting of members which is held on a Saturday (date will be agreed well in advance).

Trustees may also be asked to:

- Join a Board sub-committee. These typically meet prior to each Board (likely to be a tele-conference rather than a face-to-face meeting, depending on Trustees geographical locations and availability).
- Use their specialist expertise to help address a specific issue or contribute to a 'task and finish' group.

## Term of office

The term of office for elected Trustees is currently three years from the date of appointment. A Trustee may put themselves up for re-election or re-appointment in accordance with the Articles of Association at the time of such election.

## Remuneration and expenses

The role is unpaid. The remuneration of Trustee's expenses will normally be limited to only those reasonably incurred within UK & Ireland and associated with conducting authorised business-related activities, including but not limited to accommodation costs, meals, non-alcoholic beverages, travel costs. Any full or part remuneration of expenses associated with undertaking business-related activity outside UK & Ireland must be approved by the Board in advance of such activity being undertaken.

## Trustees' liabilities and insurance

RLSS UK is registered as a charity and registered as a private limited company by guarantee (so can be referred to a 'charitable company'). RLSS UK trustees are also company directors and therefore beholden to both charity and company law.

Company directors have a series of duties under the Companies Act 2006 which are very similar to those of trustees. The seven key duties under the Companies Act 2006 are:

1. Duty to act within the powers of the governing document
2. Duty to promote the success of the company
3. Duty to exercise independent judgment
4. Duty to exercise reasonable care, skill and diligence
5. Duty to avoid conflicts of interest
6. Duty not to accept benefits from third parties
7. Duty to declare an interest in any proposed transaction or arrangements

**Becoming a Trustee can be a very rewarding experience and we want to ensure you're reassured rather than daunted about the responsibilities and liabilities involved.**

A common question from potential Trustees is 'Can charity trustees be personally liable if things go wrong?'. There are two types of potential liability and reassurance can be provided on both.

- (1) Liabilities to third parties that occur in the course of running a charity.
  - As RLSS UK is established as a Private Limited Company, it has its own separate legal personality which means it can enter into legal relationships in its own name and, if a third party brings a claim against the charity, it is usually the charity that is potentially liable (rather than the Trustees being potentially personally liable). Note - there are some situations where trustees of a charitable company may be personally liable, including liability for wrongful or fraudulent trading if the charity is insolvent.
  - As RLSS UK is established as a Private Limited Company by guarantee without share capital, it is the legal entity RLSS UK which is responsible for any debts (any RLSS UK debts are not the personal liability of Trustees/ Directors/ members).
  - RLSS UK has a range of insurance policies in place to enable Trustees to volunteer with peace of mind, for example, Directors' and Officers' liability cover (£10 million indemnity).
- (2) Claims instigated by the charity commission in the case of a breach of trust.
  - The prosecution of trustees who have acted in good faith is a very rare event. Hundreds of thousands of people have acted as trustees to charities for many decades without incident. The law generally protects trustees who have acted honestly and reasonably from personal liability to their charity. The Charity Commission and the courts can relieve trustees from liability if they have acted honestly and reasonably and have not benefited from their actions, and rarely enforce liability on an unpaid trustee who has made an honest mistake.
  - The Charity Commission emphasises that it is only likely to enforce personal liability where a trustee has acted dishonestly or recklessly.

## Deputy President Applicants

For those applying for the Deputy President role. The role of Deputy President is for a three-year term, this is then followed by a further three years as President. All of the above details about elected Trustees apply to the Deputy President/President however, there are additional expectations for these specific roles. Outlined below are the job descriptions for both Deputy President and President.

### The Role of the Deputy President – RLSS UK and Ireland

Trustees have a variety of roles. They are Trustees of the Charity, Members of the Trustee Board and Directors of the Company. These roles overlap but are not mutually exclusive. Unless specified; reference to The Charity will include the Society and the Company and where, appropriate will include its subsidiaries.

#### The Appointment Process

The position of Deputy President is elected democratically, and the applicant should expect to serve a term of 3 years as the Deputy President and to then take over as President for a further term of 3 years. *Please note the Presidents Role Description is included below.*

#### Responsibilities

The Deputy President will provide support to the President in fulfilling their responsibilities. On occasions he or she will deputise in the absence of the President or as advised to undertake these responsibilities.

In addition to supporting the President in any of their responsibilities, the duties of Deputy President will include:

- In the absence or unavailability of the President to fulfil the roles of the President, including when required, chairing Board of Trustees meetings or any other group/sub committees as necessary
- To support the President in their role
- To serve on the Society's National Honours Committee in their own right.
- Where appropriate accepting the role of Director of any of the Charity's subsidiary companies
- Promote the highest standards of integrity, probity and corporate governance throughout the Society
- To assist the organisation by ensuring the dissemination of relevant communications and information to the Branches and the membership
- To actively promote the aims and ambitions of RLSS UK and Ireland both to the members of RLSS UK and Ireland and the public
- To identify, support and represent the views of the membership within all levels of the organisation

#### Person Specification

In addition to delivering the above, the Deputy President role requires specific skills, knowledge and experience to enable the Board of Trustees to reach sound decisions. This involves:

#### Essentials:

- Leading discussions
- Chairing meetings
- Objective decision making on strategic issues
- Providing guidance on new initiatives
- Scrutinising Board papers
- Participating in appraisal, recruitment, and disciplinary issues as required (and being prepared to undertake training if not appropriately skilled to do so)
- Providing situational leadership

## Desirables:

- Have a commercial mindset and appreciation of charitable operations
- An understanding of the leisure industry in the UK and Ireland
- A passion for reducing drowning

The applicant should be in a position to display all the qualities expected of the President and be able to devote the time required to fulfil that role.

The position involves representing the Society at all levels and providing leadership to the organisation.

The qualities of leadership and the ability to contribute to the strategic direction of the Society and its governance are the key aspects of the role.

It is a role that is demanding on personal time and needs a heavy commitment from anyone applying for the position. The Deputy President role should expect to give two days per month to function, one being a workday and one being a weekend day.

It will also involve travelling, in the British Isles & Republic of Ireland and possibly internationally.

## The Role of President – RLSS UK and Ireland

The President is the Senior elected Volunteer of the Royal Lifesaving Society UK and Ireland.

The President's primary role is to work with the Chair of the Board of Trustees and the CEO to ensure good governance, to influence the strategy and direction of the Society.

The President is the primary Ambassador of the Society both nationally and internationally.

## The Appointment Process

The President takes office after a 3-year period as Deputy President having been elected at an RLSS UK and Ireland Annual General Meeting.

## Responsibilities

The President will need to have a synergistic relationship with the Chair and the main features of the role of President are as follows:

- The President is a Trustee and is equal to all other Trustees but has the casting vote at all meetings of the Society and the Board of Trustees if needed
- The President will represent the Society and its members to other organisations, the government, public agencies, the media and the public
- Communicating the organisations vision and mission to all
- To ensure the dissemination of relevant communications and information to the Branches and the membership
- To actively promote the aims and ambitions of RLSS UK and Ireland both to the members of RLSS UK and Ireland and the public
- Prepare the Deputy President for the responsibilities of the presidency
- Giving speeches and making presentations
- Advocacy role for RLSS UK and Ireland in terms of partners, patrons and ambassadors

## Application process

- You will need to complete an online nomination process to register your application for the election. Nominations open on Tuesday 16<sup>th</sup> August 2022 and close on Tuesday 30<sup>th</sup> August 2022 at 5:00pm. No nominations will be accepted after that time.
- During the nomination period you will have the option to talk with a current trustee to ask questions and learn more about the role.
- We will provide an opportunity for you to ask questions and speak with our current Deputy President, Debbie Hunt via a Teams meeting. Further details will be provided to you.
- Once nominations close, you will be contacted with relevant information for an optional video submission. All videos need to be uploaded no later than 5:00pm on Monday 5<sup>th</sup> September 2022. Please don't be concerned about this, the process is simple, and allows you to personally engage with our members to encourage their votes.
- There will also be an option to take part in a virtual hustings event. This will not be live, and all candidates will be asked to record and submit their answers to the same set of questions provided. RLSS UK will provide a platform for this, but it is not mandatory. Voice notes and written submissions are also welcomed. The deadline is Friday 16<sup>th</sup> September 2022 at 10am.
- Candidates are allowed to campaign from Wednesday 7<sup>th</sup> September 2022.
- We will check that you are eligible to be a trustee before we publicise all candidates to our members.
- All current RLSS UK members aged 16 years and over are entitled to vote except Lifeguard Members who do not have, as part of their benefit package, a vote in RLSS UK elections, as decided by the RLSS UK Trustee Board in 2018.
- RLSS UK reserves the right to withdraw candidates at any stage in the application process. The reasons for withdrawal may be due to but not limited to malice, false information, failure to comply with any eligibility criteria, failure to comply with procedural requirements. For further detail see the Election Rules document.
- An Independent Election Adjudicator is appointed by the Board of Trustees to observe the election on behalf of the candidates should any appeals etc occur during the election process.
- You are encouraged to campaign to raise your profile, but also of the election itself. Active candidates create a higher voter turnout. Rules for this are available to download.
- The results will be announced at the AGM on Saturday 15<sup>th</sup> October 2022.

## Suggested Reading

Copies of both of the following can be accessed within the Application webpage at [www.rlss.org.uk](http://www.rlss.org.uk)

- RLSS UK Articles of Association (RLSS UK's governing document)
- RLSS UK Trustees' Conflict of Interest Policy

Copies of both of the following can be accessed at [www.rlss.org.uk/about-us/our-organisation/plans-and-performance/](http://www.rlss.org.uk/about-us/our-organisation/plans-and-performance/)

- RLSS UK Annual Report and Accounts
- RLSS UK Strategic Framework

## Governance

### Legal Status

Royal Life Saving Society UK in the UK & Ireland (RLSS UK) is a registered charity in England and Wales (1046060) and in Scotland (SC037912). RLSS UK has made applications with the Republic of Ireland's Charities Regulator and the Charity Commission for Northern Ireland.

RLSS UK is registered with Companies House as a private company limited by guarantee (3033781).

RLSS UK has two wholly owned trading subsidiaries, both of whom gift aid their profits to the parent charity RLSS UK to support RLSS UK's drowning prevention work.

- IQL UK Ltd = Private limited Company (03719774). Operates as RLSS UK awarding organisation.
- RLSS UK Shop = Private limited Company (02559199). Operates as RLSS UK online shop and catalogue, trading as RLSS Shop.

RLSS UK is one of the twenty-seven countries who are a national branch of the Royal Life Saving Society Commonwealth (RLSS), with RLSS UK being the UK branch of RLSS Commonwealth.

### Identity

The RLSS UK volunteer structure includes the RLSS UK Trustee Board, RLSS UK & Ireland Ambassadors, RLSS UK & Ireland Branches and in excess of 250 affiliated Lifesaving, Lifeguarding Clubs and swim schools delivering our awards.

RLSS UK in the UK & Ireland is a membership organisation with circa 9000 individual members.

RLSS UK is recognised by Sport England as the governing body for Lifesaving Sport.

As a result of the above, RLSS UK in the UK & Ireland has multiple identities (e.g., charity; awarding organisation; training organisation; governing body; membership organisation; voluntary organisation; trading subsidiaries/businesses). RLSS UK's main identity is the charity enhances communities, so everyone can enjoy being in, on and around water, safely; because every life is worth saving

### Governing Documents

RLSS UK operates within a constitutional framework that includes:

- The governing document of RLSS Commonwealth (which includes controls on National Branches across the Commonwealth).
- The governing document of the RLSS UK (Articles of Association).
- The rules applicable to the members of the RLSS UK (the Model Constitution for Branches of RLSS UK & I; the Model Constitution for Clubs affiliated to RLSS UK; RLSS UK Code of Conduct and RLSS UK Code of Practice).

RLSS UK Articles of Association state that RLSS UK's objectives in the UK & Ireland are:  
To advance health and save human lives by preventing drowning and in particular to:

- (a) promote education and training in:
- (i) the saving of life from drowning;
  - (ii) the resuscitation of the apparently drowned;
  - (iii) the techniques of resuscitation and first aid generally; and
  - (iv) the skills of lifeguarding.

And

- (b) promote the sport of life saving.

## Six Main Duties as an RLSS UK Trustee

### (1) Ensure RLSS UK is carrying out the purposes for which it is set up, and no other purpose.

This means:

- Understanding RLSS UK & Ireland's objects as set out in RLSS UK Articles of Association.
- Understanding how RLSS UK & Ireland benefits the public by carrying out its objects.
- Advising on strategic direction and approving strategic delivery plans to fulfil the objects.
- Appointing and supporting the Chief Executive to ensure all activities of RLSS UK and in Ireland are consistent with RLSS UK objects and strategy.
- Ensuring the charity is not spending money on activities which are not included in the objects.

### (2) Comply with RLSS UK Articles of Association and the law.

This means:

- Reading and understanding RLSS UK Articles of Association.
- Taking reasonable steps to familiarise themselves with legal requirements that apply to RLSS UK (particularly charity and company law), for example, by reading relevant guidance or taking appropriate advice when needed.
- Raising concerns if they feel the charity is not complying, or at risk of not complying, with its Articles of Association or the law.

### (3) Act in RLSS UK's best interests

This means:

- Making decisions with your co-Trustees which will best enable the charity to carry out its purposes.
- Making balanced and adequately informed decisions with your co-Trustees, thinking about the long term as well as the short term.
- Avoiding putting themselves in a position where their duty to RLSS UK conflicts with their personal interests or loyalty to any other person or body.
- Not receiving any benefit from RLSS UK unless it is properly authorised and is clearly in RLSS UK's best interest. This applies also to anyone who is financially connected to them, such as a partner, dependent child or business partner.
- Promoting RLSS UK in the UK & Ireland and protecting RLSS UK reputation through one's own behaviour, governance oversight and activities.

#### **(4) Manage RLSS UK & Ireland's resources responsibly.**

This means:

- Acting responsibly, reasonably and honestly.
- Approving the financial strategy and annual budgets.
- Ensuring appropriate investment of funds (ensuring investments are ethical and the appropriate level of risk).
- Not over-committing RLSS UK.
- Complying with any restrictions which donors place on spending their donations.
- Ensuring appropriate procedures and safeguards are in place to manage resources responsibly.
- Overseeing management of risk and compliance.

#### **(5) Act with reasonable care and skill.**

This means:

- Using reasonable care and skill, making use of their skills and experience and taking appropriate advice when necessary.
- Giving enough time, thought and energy to the role, for example;
  - Preparing for, attending and actively participating in Board meetings and sub-committees.
  - Participating in Board development processes including governance reviews, appraisals, skills and diversity audits, induction and training.

#### **(6) Ensure RLSS UK is accountable**

This means:

- Ensuring RLSS UK is complying with statutory accounting and reporting requirements to relevant regulators (for example, Charity Commission, Office of the Scottish Regulator, Republic of Ireland's Charities Regulator, Companies House, HM Revenue & Customs).
- Ensuring appropriate accountability to members and beneficiaries.
- Ensuring accountability within the charity, particularly where Board delegate responsibility for tasks or decisions to staff or volunteers (whilst respecting the role and domain of staff).
- Monitoring performance against the business plan.

**Thank you for your interest in becoming an  
RLSS UK Trustee or Deputy President.**