



# Trustees

## What do trustees do?

The trustees of the ILA set the organisation's strategic direction and make sure that the day to day work of the organisation is in line with its strategies. Because the ILA is a registered charity, the trustees are accountable for everything we do and make sure that we comply with all Charity Commission rules.

Job descriptions exist for all board positions. Please contact us if you would like to look at them.

Here's a summary of the main trustee duties:

- Fully supporting the vision, aims and principles of the ILA as a user-led organisation.
- Participating in board meetings and decision-making. This involves gathering information, sharing it with other trustees and scrutinising relevant documents.
- Striving to ensure that the ILA achieves its aims, in particular by giving strategic direction, setting overall policy, defining goals and measuring performance.
- Helping to ensure that the organisation operates within its constitution and policies, and within financial and legal requirements (e.g within charity law, employment law etc).
- Jointly appointing the chief executive of the ILA and monitoring chief executive performance to ensure the efficient and effective running of the organisation.
- Being involved in interview panels and discipline or grievance panels as required.
- Representing and promoting the ILA to other organisations.

## How often do the trustees meet?

The board of trustees usually meets on a Tuesday afternoon every other month in Worthing. There are also other regular meetings and committees (e.g finance), which some trustees are involved with.

## Are trustees paid?



Trustees are volunteers and receive no payment for their trustee duties, except for reimbursement of approved out-of-pocket expenses. Trustees undertaking professional work beyond their normal trustee duties can be paid in accordance with the constitution and Charity Commission rules

### How can I become a trustee?

If you are interested in becoming a trustee of the ILA, please contact the office at: [info@ilawestsussex.org](mailto:info@ilawestsussex.org) We will then arrange for you to meet existing trustees, so that you can find out more from them.

For information about the legal responsibilities of charity trustees, please visit the web site of the **Charity Commission**.