



*Auto Immune & Multiple Sclerosis*

## **Information for Prospective New Trustees**

### **Introduction**

**As our charity embarks on a transformative journey towards a more professional model, it is crucial for new trustees to understand their current dual role in both operational and strategic decision-making. This document outlines the expectations, regulatory responsibilities, and best practices for all trustees, emphasising the commitment required to transition effectively.**

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### **Part 1: Expectations of Trustees**

**Trustees currently play a vital role in both the day-to-day running of the charity and its strategic direction. As we aim to shift towards a model that delegates operational responsibilities, the following expectations will be paramount:**

- 1. Commitment to Regular Attendance:**  
**Trustees are expected to attend all trustee meetings, including quarterly meetings and committee sessions. Regular attendance is essential to demonstrate commitment and to ensure that decisions are made with the full participation of all trustees.**
- 2. Active Participation and Contribution:**  
**Engage actively in discussions, share insights, and contribute expertise to the decision-making process, recognising the importance of both operational and strategic perspectives.**
- 3. Thorough Preparation and Information Gathering:**  
**Come prepared to meetings by reviewing agendas and relevant documents. This preparation is critical for informed decision-making and effective governance.**

4. **Honesty and Transparency:**  
Maintain the highest ethical standards, ensuring that all communications are honest, and any potential conflicts of interest are disclosed.
5. **Respect for Others' Opinions:**  
Show mutual respect for the viewpoints of fellow trustees, addressing disagreements professionally and constructively.

### **Fostering Mutual Respect**

**To cultivate a productive and respectful environment:**

- **Engage in Active Listening:** Recognise and validate the perspectives of others.
- **Provide Constructive Feedback:** We strive for an environment of open dialogue and constructive criticism.
- **Celebrate Achievements:** Acknowledge the contributions of fellow trustees to the charity's success.
- **Approach Issues Collaboratively:** Work together to find solutions that benefit the charity and its mission.
- **Maintain Professionalism:** Always communicate courteously and respectfully.

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## **Part 2: Regulatory and Legal Responsibilities**

**Trustees are legally responsible for ensuring that the charity operates within the law. Key responsibilities include:**

1. **Understanding the Role:**  
Trustees must understand their legal duties, which include compliance with charity law, protecting the charity's assets, and acting in the best interests of the charity and its beneficiaries.
2. **Financial Oversight:**  
Trustees should monitor financial performance, ensuring transparency and accountability in all financial matters.
3. **Strategic Leadership:**  
Provide strategic direction, set goals, and evaluate the charity's progress, while balancing operational needs.
4. **Delegation and Empowerment:**  
As we transition, trustees should prepare to delegate operational

responsibilities to qualified professionals, allowing them to manage day-to-day operations effectively.

**5. Regular Training:**

Engage in ongoing training to stay informed about legal changes and best practices in governance.

For more detailed guidance, trustees should review [The Essential Trustee: What You Need to Know](#) and the Jigsaw report on charity governance [here](#).

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### **Part 3: AIMS Zoom/Video Meeting Etiquette Policy**

To ensure equal engagement during our meetings, all official AIMS meetings will be recorded. The following guidelines should be adhered to:

- 1. Stay on Camera:**  
Show engagement by keeping your camera on.
  - 2. Look into the Camera:**  
Maintain eye contact with participants.
  - 3. Tech Support:**  
Test your audio and video settings before meetings.
  - 4. Mute When Not Speaking:**  
Keep background noise to a minimum.
  - 5. No Eating During Meetings:**  
Avoid distractions from eating.
  - 6. Stay Focused:**  
Remain attentive to the agenda and discussions.
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### **Conclusion**

By redefining the role and expectations of trustees, we aim to ensure our governance structure aligns with our growing needs. Your commitment and active involvement are essential as we move towards a model where trustees primarily focus on strategic leadership while delegating operational responsibilities. A culture of mutual respect and collaboration will contribute to the continued success and growth of our charity.