

Include.org -Role of the Trustee

Trustees are required to:

- Be eligible to become a Trustee (according to Sections 2 & 3 of the [Charity Commission Guidance CC3](#))
- Comply with Charity Law requirements (as detailed in Section 5 of the Charity Commission Guidance)
- Understand and actively support the aims of *Include.org*, as described in the Mission Statement
- Be aware of and adhere to *Include.org*'s policies & procedures
- Meet 4 times per year with the Board of Trustees and CEO (approximately 10 hours per annum)
- Prepare for meetings by reading documents sent in advance
- Respond to communication via email / phone as requested
- Meet with specific teams / committees dependant on areas of specialist expertise – as required (0-3 meetings per year)
- Work alongside a panel of Professional Volunteers as required
- Act in the charity's best interests at all times
- Commit to one year of Trusteeship in the first instance. Following initial year of Charity set-up, 3 year terms will be considered

Further information:

- Public liability & any other appropriate insurance will be provided, through extension of existing policies from Hiscox
- **Include.org** is a Charitable Incorporated Organisation (*registered as The Include Project, Charity Number: 1177785*). (CC2a: <https://www.gov.uk/guidance/charity-types-how-to-choose-a-structure>)
- Incorporated status limits personal indemnity (see Section 10 of Charity Commission Guidance)
- **The Include Choir** is part of Include.org, retaining its existing Executive Committee and reporting to the Trustees.

An accessible version of this role for people with understanding or speaking difficulties is available.