



Trustee Policy

Purpose and Scope

This policy applies to Growing Resilience in Teens (GRIT), a Charitable Incorporated Organisation, registered charity number 1176272.

GRIT is governed by a Board of Trustees who are responsible for overseeing the strategic direction, governance, and financial health of the charity. The purpose of this policy is to outline the roles, responsibilities, and expectations of GRIT Trustees to ensure clarity, accountability, and effective governance.

This policy applies to all members of the Board of Trustees and supports compliance with Charity Commission guidance on governance and trusteeship. It also provides a framework for the recruitment, induction, conduct, and ongoing engagement of Trustees.

1. Trustee Role and Responsibilities

Trustees are responsible for the overall governance and strategic direction of GRIT, ensuring that the organisation pursues its charitable objectives, remains financially sound, and complies with its legal and regulatory obligations.

These responsibilities reflect the six key duties of charity trustees as set out by the Charity Commission for England and Wales.

Trustees act collectively as a Board and share responsibility for decisions. While individual Trustees may take on specific roles or responsibilities, all Trustees remain jointly accountable.

Key responsibilities include:

- Ensuring GRIT is carrying out its purposes for the public benefit
- Complying with the charity's governing document and the law
- Acting in the charity's best interests
- Managing GRIT's resources responsibly
- Acting with reasonable care and skill
- Ensuring the charity is accountable

Trustees may claim reasonable expenses in line with GRIT's Trustee Expenses Policy.

2. Commitment and Conduct

Trustees are expected to:

- Attend regular Board meetings and contribute actively to discussions
- Prepare for meetings by reading relevant papers and staying informed about GRIT's work and key developments
- Have an appropriate level of safeguarding awareness and understand their responsibilities in relation to the protection of young people

- Maintain confidentiality on sensitive matters
- Act with integrity and avoid conflicts of interest
- Uphold and promote GRIT's values, mission, and policies
- Participate in sub-committees or working groups where relevant
- Support fundraising and advocacy efforts where appropriate

Trustees are encouraged to contribute up to approximately 4 hours per month to support the work of the charity outside of formal Board meetings. This may include activities such as attending events, offering expertise, supporting strategic projects, or acting as an ambassador for GRIT. This contribution is flexible and will vary depending on individual availability, skills, and the needs of the organisation.

Trustees must adhere to the Charity Governance Code and declare any potential conflicts of interest at the earliest opportunity. Failure to act in accordance with these expectations may result in a review of their position on the Board.

3. Recruitment and Induction

GRIT is committed to recruiting Trustees who bring diverse perspectives, experience, and skills. Recruitment will be transparent and informed by an assessment of the Board's current skills, gaps, and future strategic needs.

New Trustees will receive a structured induction, which will include:

- A copy of the governing document and key policies
- A Trustee handbook outlining duties and responsibilities
- An introduction to GRIT's programmes, finances, and strategy
- Opportunities to meet with staff and, where appropriate, observe programme delivery

Further detail is set out in the **GRIT Recruitment of Trustees Policy**.

4. Training and Development

Ongoing development is encouraged and supported. Trustees are expected to:

- Take part in relevant training to ensure they understand their duties and responsibilities
- Stay informed about sector developments and changes to charity law
- Participate in annual Board reviews and reflective discussions

5. Term of Office and Succession Planning

Trustees are typically appointed for an initial term of three years, which may be renewed in accordance with the governing document. Regular reviews will be undertaken to assess Board composition, support renewal, and ensure effective succession planning.

6. Meetings and Decision-Making

Board meetings will be held a minimum of four times per year, with additional meetings convened as required. Decisions are made collectively, with a quorum as defined in the constitution.

Minutes of all meetings will be recorded and retained in line with GRIT's record-keeping policy.

7. Trustee Expenses

Trustees may claim reasonable and necessary out-of-pocket expenses incurred in carrying out their role.

All expenses must be claimed and approved in accordance with GRIT's Trustee Expenses Policy.

8. Review of Policy

This Trustee Policy will be reviewed every three years, or sooner if required due to changes in legislation or best practice. The Board of Trustees is responsible for approving updates and ensuring the policy remains fit for purpose.

9. Related Policies

This policy should be read in conjunction with:

- GRIT Financial Management Policy
- GRIT Recruitment of Trustees Policy
- GRIT Trustees Expenses Policy

These documents together support a consistent and effective approach to governance and organisational management.

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- Reviewed by Rebecca Kelly on 05/05/26
 - Approved by Dr Louise Randall, Chairman

Signature:

Dr Louise Randall

Date:

22/05/2026

- Next review date: 05/05/29