

CASPARI FOUNDATION TRUSTEE DECLARATION OF INTERESTS AND OBLIGATIONS

The statutory duties of a trustee:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the chief executive officer or equivalent role and monitor his/her performance

Trustees of Caspari are expected to behave at all times in accordance with the charity's values and to offer their time and expertise on a voluntary basis.

Payment of Expenses

Expenses will be paid for out-of-pocket payments trustees have to make in order to carry out their duties, for example:

- travel to and from trustee meetings
- overnight accommodation if required on Caspari Foundation business
- postage, telephone calls and broadband time for charity work
- childcare or care of other dependents while attending meetings

Paying a trustee to do work for the charity

Trustees could be paid for:

- providing specialist services; such as delivering training on behalf of Caspari Foundation or contributing to the Caspari Foundation lecture programme
- providing premises or facilities for occasional use, for example as a meeting room
- administration or secretarial work

Legal requirement: before paying a trustee, the Caspari Foundation will have regard to the Charity Commission's [guidance on paying trustees for services](#).

When deciding to pay a trustee for services or goods, Caspari will exercise their duty of care as trustees. In practice, this means:

- being clear that the payment can be justified in the charity's best interests
- identifying and recording conflicts of interest and preventing them from affecting the decision
- using reasonable care and skill when making a decision (taking legal advice if needed)
- deciding what will be done if the services or goods aren't satisfactory
- keeping records of discussions at meetings and disclosing the payment in the accounts

Paying someone who is connected to the charity:

If someone is connected to a trustee, they are known as a 'connected person'. For example:

- a. a spouse or civil partner
- b. siblings
- c. parents, children, grandparents, grandchildren
- d. a spouse or civil partner of any of the people identified in (b) and (c)
- e. business partner

A person who lives with another person as if they were their spouse or civil partner is treated as a spouse or civil partner for these purposes, child includes stepchild. If a connected person is to be paid or employed by Caspari, the trustee or trustees they are connected to must not be involved in any part of the process. The list given is not exhaustive, advice should be sought in the case of other relationships outside these specified categories.

The Charity Commission's permission must be sought to pay or employ someone who is connected to a trustee.

We expect trustees to disclose relationships with any connected person as soon as the possibility of employing or paying such a person arises or appears as if it might arise. We also ask trustees to identify any other relationships, falling short of the categories identified by law, which might nonetheless give rise to a conflict or a suspicion of a conflict. Upon request, any information thereby disclosed will, as far as possible and as far as compliance with our legal and regulatory obligations allows, be kept confidential to the trustee board.

Buy a leaving gift for a trustee

If the trustee has been with the charity for quite a while, it is permissible to buy a small gift as a leaving or retiring present. Small gifts usually do not need the Commission's authority, provided that:

- the value of the gift is minimal
- the trustees agree it's in the charity's best interest

We expect trustees to raise at the trustee board meeting, or, if urgent, by e-mail to other members of the trustee board, if they have reason to believe or suspect that any conflict of interest has or may occur or there has been or is reason to suspect there may be a departure from the spirit or letter of the obligations of any trustee or the trustee board as set out in this document and / or as prescribed by the constitution or the law.