

The logo for GirlDreamer features the text "GirlDreamer" in a white, sans-serif font. The text is centered and overlaid on a graphic of three overlapping circles in shades of pink and magenta. The background of the slide is a gradient from light pink at the top to bright orange at the bottom.

GirlDreamer

The logo for Trustees Unlimited consists of the text "Trustees Unlimited" in a bold, black, sans-serif font. The text is centered within a solid yellow circle. The background of the slide is a gradient from light pink at the top to bright orange at the bottom.

**Trustees
Unlimited**

GOVERNANCE JARGON BUSTER
#KeepItSimple



INTRODUCTION

Becoming a Trustee comes with a long list of jargon that can often make little to no sense. We've come across so many and learnt through asking questions and Googling the answer each time something was unfamiliar but now, we're hoping it'll be easier for you with the help of our friends at Trustees Unlimited. They've compiled an awesome list of common terms you may come across with a simple explanation of what they mean. So the next time you apply for a Trustee role or actually become one, you hopefully won't be left trying to decode a bunch of acronyms!



AGENDA =

The list of items the Board will consider during its meeting.

AGM =

Annual General Meeting

AUDIT =

The finances of the charity are looked at by an independent person (auditor) to make sure they are being properly managed and presented. This happens every year and the finances are then included in the annual report which is filed with the Charity Commission on their website.

ANNUAL REPORT

This report must explain the charity's charitable purposes and what it has done during the year. Larger charities must also set out their strategy in more detail and provide more information on their impact. The report will also contain the year's accounts for the charity.

BENEFICIARY =

Someone who benefits from the charity's work or activities

CHAIR =

The trustee who leads Board meetings. They are usually also the CEO or Director's line manager.

COMMITTEE =

A group of people who receive and consider reports and present their thoughts and feedback to the Board. All committees should have terms of reference (see separate definition) that are approved and reviewed by the board. This might include some decision making powers on particular issues/areas delegated (given to them) by the Board.

CONFLICT OF INTERESTS =

Trustees should not receive any benefit from their role and should not influence decisions that have a direct impact upon them or organisations they work for. Trustees need to complete annual 'declaration of interest' forms to make it clear what other organisations they are involved with and where conflicts might take place.



DBS (disclosure and barring scheme) =

Run by the Government, this scheme helps to prevent unsuitable people from working with vulnerable groups, including children. Charities ask staff and trustees to submit their details to the scheme, which results in certificates being issued with details of any convictions, allowing charities to judge whether they are recruiting suitable people into their organisation.

EDI =

Equity, Diversity and Inclusion.

GIFT AID =

Tax relief for donations of cash to a charity

INDUCTION =

Training and support for new members of staff or the board. An induction process should help a new board member to understand the organisation and the board and help them begin their new role.

MERGER =

A combination of two or more organisations into one.

MISSION =

Why an organisation exists and the broad effect it wants to have. A summary of the overall difference it wants to make. Often produced as a result of organisation-wide discussions.

MINUTES =

A written account of a meeting. Board and Committee meetings should all have written minutes so that there's an agreed write up of what took place and was decided. Minutes from the previous meeting are usually approved at the next meeting to make sure all trustees agree that they are accurate.

OBJECTS =

Describe and identify the purpose for which the charity has been set up e.g. to tackle poverty



QUORUM =

The number of trustees that need to be present at a meeting for it to be counted as a formal meeting (this will be set out in the governing document/Memorandum and Articles)

LAY TRUSTEE =

Used by organisations where they also have specialist board members from the sector or specialism they work to support. Lay trustees are people from outside that specialist area who bring different expertise and perspectives to the Board.

MEMORANDUM AND ARTICLES

(sometimes shortened to Mem & Arts) =

A formal document setting out the organisation's purpose, how it will be run, and how long trustees can serve on the board for (terms of office).

REGULATOR =

The Charity Commission for England and Wales regulates and registers charities in England and Wales. It also runs an online register of charities, which provides information about all registered charities. All charities with an income of more than £5,000 need to register with the Commission.

SAFEGUARD =

Why an organisation exists and the broad effect it wants to have. A actively preventing harm, harassment, bullying, abuse and neglect towards volunteers, staff members, participants and donors.a result of organisation-wide discussions.

SLT =

Senior Leadership Team

SORP =

Statement of Recommended Practice which sets out how charities must account for their finances.



STAKEHOLDER =

Anyone with an interest in the charity and how it's run. This could include trustees, volunteers, beneficiaries, staff, funders, partners, suppliers etc.

TERM OF OFFICE =

How long trustees can serve on the board for. Usually three years. This will be set out in the Memorandum and Articles/governing document.

TREASURER =

Board member with lead responsibility for the charity's finances. They will usually also chair the finance committee. Charities don't always have a named treasurer, but typically the role is taken by the Chair of the Finance Committee.

UN-INCORPORATED CHARITIES =

Charities that aren't also companies or charitable incorporated organisations (CIOs)

VALUES =

Are a set of principles that set out the way in which the charity wants to achieve its mission and operate day to day.

VISION =

What the world will look like if the charity achieves its mission



WE HOPE THIS SIMPLE RESOURCE SUPPORTS YOU ON
YOUR JOURNEY AND YOU CONTINUE TO FEEL
UPLIFTED & EMPOWERED.

THANK YOU



**Trustees
Unlimited**



**EDUCATE.
ELEVATE.
EMPOWER.**

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