

January 2010

Co-Presidents

Rt Hon John Bercow MP  
Speaker of the  
House of Commons

Rt Hon the Baroness Hayman  
Lord Speaker

Vice Presidents

Rt Hon Gordon Brown MP  
Rt Hon David Cameron MP  
Rt Hon Nick Clegg MP

Dear Applicant

**Trustee Vacancies**

Thank you for your enquiry. I enclose further information about Trustee responsibilities. Trustees attend 5 Board meetings and 3 Advisory Council meetings per year. Further information about the Hansard Society can be found at [www.hansardsociety.org.uk](http://www.hansardsociety.org.uk).

To apply for this post please send:

- On not more than two sides of A4 – your CV;
- On not more than two sides of A4, please answer the questions below – brief details, where appropriate, giving successful examples of your experience, qualifications and skills;
  - Why do you want to join the Board of the Hansard Society?
  - What skills and experience would you bring to the Board of Trustees?
  - Which area(s) of the Society's work particularly interest you?
- The names of two referees (who will only be contacted with your permission).

You can send your application by email to Fiona Booth, via [f.booth@hansard.lse.ac.uk](mailto:f.booth@hansard.lse.ac.uk) or by post to:

Trustee Recruitment, Hansard Society, 40-43 Chancery Lane, London WC2A 1JA

The deadline for applications is Friday, 26 February at 5pm.

We will contact you by email to inform you as to whether you have been short listed. Successful candidates will be invited for interview with Peter Riddell, Chair of the Society and two additional Trustees. If you have not heard from us by the 5 March, please assume that you have not been short listed on this occasion. Also, please ensure you have provided us with a contact phone number and email address.

We look forward to hearing from you.

Yours sincerely,



Peter Riddell  
Chair

PROMOTING DEMOCRACY • STRENGTHENING PARLIAMENT

Chair Peter Riddell Honorary Treasurer John Sharkey Chief Executive Fiona Booth

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HANSARD  
SOCIETY



## **Trustee responsibilities**

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The Hansard Society is the UK's leading independent, non-partisan political research and education charity. We aim to strengthen parliamentary democracy and encourage greater public involvement in politics.

The Hansard Society is a strictly independent non-partisan organisation and Trustees must be seen to be independent and non-partisan in their approach when representing the Society. Trustees should use their discretion at all times. If there is any doubt then the Board of Trustees should be consulted.

Trustees have full responsibility for the charity and are:

- required to act prudently at all times in the best interests of the charity and its beneficiaries;
- personally accountable for the proper management of the charity and its assets.

The Charity Commission leaflet CC3 contains a long list of trustees' responsibilities, which essentially cover:

- managing finance
- applying income
- land and buildings
- investing funds
- employing staff
- fund raising.

Ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for which it has been set up.

CC3 – *The Essential Trustee: What you need to know* can be found at;

[www.charity-commission.gov.uk/publications/cc3.asp](http://www.charity-commission.gov.uk/publications/cc3.asp)

***Compliance - Trustees must:***

Ensure the charity complies with charity law, and with requirements of the Charity Commission; in particular ensure that the charity prepares reports on what it has achieved and annual returns and accounts as required by law.

Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.

Comply with the requirements of legislation and any other regulators which govern the activities of the charity.

Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

***Duty of prudence – Trustees must:***

Ensure that the charity is and will remain solvent.

Use charitable funds and assets reasonably, and only in furtherance of the charity's objects.

Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.

Take special care when investing the funds of the charity, or borrowing funds for the charity to use.

***Duty of care – Trustees must:***

Use reasonable care and skill in their work as Trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.

Consider getting external professional advice on all matters where there may be material risk to the charity, or where the Trustees may be in breach of their duties.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_