

## **1. Requirements of Malawi Schools Trustees**

Trustees must:

- Have an up to date DBS check in place on accepting the role of Trustee
- Act jointly – in a small Charity our success will rely on our collective efforts
- Act in the interests of the beneficiaries – put yourself in the beneficiaries' position and make decisions that are best for them.
- Act reasonably and honestly – remembering to minute discussions and debates so that your reasonableness can be demonstrated.
- Have a duty of care – act prudently and reasonably.
- Not benefit personally – unless allowed specifically in the constitution or by law.
- Avoid conflict of interest – manage actual conflicts of interest through a written process/policy and elsewhere avoid the appearance of conflicts of interest.
- All new Governors will familiarise themselves with the Charity Commission advice for new Trustees: <https://www.gov.uk/guidance/charity-commission-guidance#minute-guides-for-charity-trustees>

## **2. Practical**

Trustees should:

- Strive to attend all meetings, sending apologies to the chair for necessary absences.
- Prepare for the meeting by reading the agenda, papers and emails before the meeting.
- Talk to the chair before the meeting if you need to clarify anything.
- Participate fully in the meeting;
  - Listen to what others have to say and keep an open mind.
  - Contribute positively to the discussions.
  - Try to be concise and avoid soliloquies/speeches.
- Have the best interests of the organisation/beneficiaries in mind at all times.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

Visits to Malawi

- If a Trustee undertakes a trip to Malawi on behalf of the Trust then they must: complete a safeguarding training up date, adhere to the safeguarding policy when in country and represent the charity with integrity.

### **3. Behaviour**

Trustees should

- Treat each other with respect.
- Respect confidentiality.
- Avoid bringing the organisation/committee into disrepute.
- Express dissent where necessary, but avoid conflict.