



# Milton Keynes Play Association Trustee Roles & Responsibilities

Milton Keynes Play Association is both a Registered Charity No. 1047318 and Company Limited by Guarantee Company Number 3051975 as such the organisation is registered both with the Charity Commission and Companies House.

The Objects of the Company are, through play, to help and educate children and young people resident in the Borough of Milton Keynes and the surrounding areas through the provision of facilities for recreation and other leisure-time occupation so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and as members of society and that their conditions of life may be improved.

- Purpose** - We exist to improve the lives of children  
**Vision** - We will create an environment that brings fun, enjoyment and wellbeing to the lives of all children through play  
**Mission** - Everything we do is focused on the wellbeing, development and enjoyment of all children through play

The organisation is managed by an Executive Committee comprising of a minimum of 5 members known as the Board of Trustees.

The Board of Trustees are responsible for the overall governance and strategic direction, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

## The Role of the Board

1. To ensure the organisation is carrying out its purposes for the public benefit by determining the overall direction and development of the charity through good governance and clear strategic planning. This includes the writing and oversight of the organisational Business Plan and Fundraising Strategy.
2. To ensure the organisation complies to the Governing Document<sup>1</sup> and the Law
3. To meet the legal requirements for accounting and reporting
4. To act in the best interests of the organisation at all times and to advocate on its behalf increasing public confidence and trust in the organisation
5. To manage and maintain the organisations financial, capital and human resources responsibly
6. To strive to deliver best practice governance at all times

## Legal Responsibilities

It is the responsibility of all Trustees to ensure the role of the board is met as above  
Full details of the role of Trustees can be found in  
appendix 1 - **The Memorandum and Articles of Association** and  
appendix 2 - **The Constitution**  
(also available from [www.mkpa/governance.co.uk](http://www.mkpa/governance.co.uk))

It is the responsibility of all Trustees to make themselves familiar with these documents.

**Milton Keynes Play Association is a company limited by guarantee, this means that ALL members have an individual financial liability of £1.00. Member pay £1.00 at point of joining. ALL trustees must be members of the Association to limit their own financial liability.**

Additional support regarding the role of a Trustee is contained in the guidance published by The Charities Commission for England and Wales entitled '**The Essential Trustee, What you need to know, What you need to do.**' Download available from the Governance page on MKPA website.

### Information below relates to the work practices of the board

- Trustees are expected to attend board meetings dates will be published a minimum of 1 month in advance. The board will convene a minimum of 4 times per annum, maximum of 12 times per annum. Normally meetings will be convened monthly. If Trustees are not able to attend they must give their apologies in writing. If a Trustee does not attend 3 consecutive meetings without agreement of the board, the board reserves the right to revoke their Trusteeship according to the organisations Memorandum of Association
- Trustees are expected to attend the Annual General Meeting - dates will be published a minimum of 21 days in advance
- Members of the board may take on specific responsibilities such as Chair, Vice Chair, Secretary and Treasurer. Separate Roles and Responsibilities for these key roles will be given to individual post holders. These officers will be elected annually at the Annual General Meeting.
- Each Trustee is elected annually but will be eligible for re-election.
- Other areas of key responsibility include
  - Human Resources
  - Policies and Procedures
  - Equality/Diversity/Safeguarding
  - I.T.

Roles will be clearly outlined for Trustees taking on these responsibilities

- Sub Groups may be formed from time to time and decisions making responsibilities delegated as needed

- The Board will delegate operational responsibilities to paid staff or volunteers within the organisation. All staff and volunteers are ultimately responsible to the Board.
- Trustees are expected to attend training from time to time as required
- Trustees are expected to attend an annual event with staff, working together to plan for the future developments of the organisation
- Conflicts of interest - any member of the Board should declare a conflict of interest between their role of strategic overseer and operational activities. This includes family, friends or work connections.

Good practice - It is expected that all Trustees make themselves known to the staff and volunteers of Milton Keynes Play Association and look for opportunities to attend activities/events that may be happening to show support and recognition of achievement.

Trustees should engage with the organisation and work as part of a broad team to achieve the aims and objectives contained with the business plan.

I agree to abide by the Roles and Responsibilities Description

Signed ..... Name .....

Date .....

