



IMAPS-UK

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Registered Charity: 801142

IMAPS-UK Trustee Role Description:

IMAPS-UK Trustee - Description:

This is a volunteer role appointed by election when supported by the majority of the IMAPS-UK Committee. The elected person must commit to the following responsibilities detailed below and must not be barred from holding such a position by law; travel and subsistence costs of meeting the obligations of a Trustee can be re-charged to the Society at the individuals' discretion. Further details of the Trustee role can be found on the [Societies Constitution](#).

Additional information on the Role of Trustees can be found on the Charity Commission website at:

<http://www.charity-commission.gov.uk>

Responsibilities:

1. To safeguard the operation of the IMAPS United Kingdom Chapter within the word and spirit of the Constitution of IMAPS-UK
2. To ensure that IMAPS-UK operates within the laws that apply within the United Kingdom, including those that apply to the financial operations of IMAPS-UK

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Charity and of the profit or loss of the Charity for that period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether the policies adopted are in accordance with the appropriate SORP on Accounting by Charities and the Accounting Regulations and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity, and enable them to ensure that the financial statements comply with applicable Accounting Standards and Statements of Recommended Practice and the regulations made under the respective Charities Act(s). They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the preventions and detection of fraud and other irregularities, other responsibilities include:

- Providing a continuity to the aims and aspirations of the Society and its programmes of events and development
- Imparting knowledge and expertise concerning the functions and management of the society
- Providing a reference for information and processes of the society
- Providing support to the committee, members and activities of the society
- Encouraging involvement and membership in the society
- Acting as an ambassador for the society
- May attend committee meetings but unless an elected committee member are not entitled to vote

There is no legal commitment upon a Trustee and none can be held financially accountable for any losses incurred by the Society. Trustees are also charged with the responsibility for all property owned by the Society and where applicable all land ownership.