



## Beeston Memory Café: becoming a Trustee

### Who are we?

Beeston Dementia Friends is the Charitable Incorporated Organisation (CIO) and it operates as Beeston Memory Café. The only voting members are its Trustees. The Trustees meet bi-monthly and consist of a chair, vice- chair, treasurer, volunteer lead, Carer's lead, secretary and three others. Trustees are appointed annually for three years. Trustees are responsible for fulfilling the objects of the charity.

The Constitution states that the objects of the CIO are: **To relieve the needs of persons living with dementia together with their carers living in Beeston and the surrounding area by providing education, training, information and advice, social events and outings at regular sessions, and to have a resource of activities which provide stimulation for those living with dementia to help improve quality of life for them and their carers.**

### General principles of trusteeship

Trustees of charities have independent control and legal responsibility for Charities' administration and play a very important role. According to the Charity Commission the duties of a trustee are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its stated objects for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the organisation and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the lead staff member (Manager)
- In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.



## **Current operations**

This Beeston Memory Café is in its seventh year of operation.

The Management Group of trustees take the overall responsibility. There is a part-time paid administrator. There is also a Planning Group which arranges the programme. We meet at Middle Street Resource Centre in Beeston.

Weekly sessions are subject to virus control regulations at present. Currently, we meet in groups limited to 15 attendees. Each guest brings a carer with them. A trustee introduces each session and volunteers are there to help. The programme involves music, quizzes, poetry, games and much laughter.