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## ***Trustees and Volunteers Policy***

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Ref.	Policy Name	Lead	Date Approved	Freq. yrs	Next Review
10	Trustees and Volunteers Policy	PB	9/9/21	3	Mar-24

The Cheryl King Trust (CKT) relies on volunteers to meet its charitable objectives in the most cost-effective way, especially as there are no paid staff. Key among these volunteers are the Trustees.

### **Trustees**

All Trustees are required to pass the *'fit and proper persons'* test, as required by the Charity Commission and the HMRC (click [here](#) for further guidance). They will be asked to sign a declaration – see Appendix.

Trustee do not receive any remuneration.

Trustees will be required to make an annual declaration of interests, as per the CKT 'Conflicts of Interest Policy and Procedures', as well an annual Related Parties Declaration at the end of each financial year.

New Trustees will be properly inducted into their role and required to read "[The essential trustee: what you need to know, what you need to do \(CC3\)](#)"

### **Other volunteers**

Other volunteers may support the work of the charity. In these instances, the person concerned will be appropriately trained. If it is a longer-term function, a role description will be agreed, and references requested.

End.

## Appendix

All Trustees will be required to sign the following declaration...

In signing below, you are declaring that:

- you do not have unspent convictions for an offence involving dishonesty or deception
- you are not currently declared bankrupt (or subject to bankruptcy restrictions or an interim order) or have an individual voluntary arrangement (IVA) with creditors
- you are not disqualified from being a company director
- you have not previously been removed as a trustee by either the Charity Commission or the High Court due to misconduct or mismanagement

Please tick the box if you have submitted an SR04 form to apply for exemption to not disclose your home/residential address to credit reference agencies. Click [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514416/Protection_regime_company_guidance.pdf) for more information. ([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/514416/Protection\\_regime\\_company\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514416/Protection_regime_company_guidance.pdf))

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

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

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Occupation: \_\_\_\_\_