

Trustee information sheet



What is the status of Green Phoenix?

Green Phoenix is a constituted 'not for profit' organisation. We are bound to follow our constitution and we can't run Green Phoenix for profit.

Why be a trustee?

Being a trustee can be rewarding and enjoyable. It is a great way to be involved in a community or cause which matters to you. Trustees come from all walks of life and being a trustee can help you meet new people, change your community for the better, learn new skills or use your existing skills in a new context.

Trustees are an important part of Green Phoenix as they provide us with a wider view of things. All trustees have a vote and when we have important decisions to make, trustees are called upon to help us to make a sound decision.

The presence of a trustee or trustees at meetings and their knowledge of key reports and internal documents ensures that Green Phoenix follows the constitution and that all monies are handled appropriately.

As a trustee of Green Phoenix you will be helping us to achieve our aims and objectives and supporting our actions. It is important that all trustees share the beliefs as set out in our constitution.

Trustee obligations

Discretion

As Green Phoenix is not a charity you are not legally responsible for the actions of the organisation. You are obliged to be discreet about the internal affairs of the organisation and understand that meetings may contain sensitive information. If a trustee believes that the organisation is not acting within its constitution the first step would be for the trustee to raise this at a meeting.

Reporting concerns

If a trustee feels that they have not had their concern dealt with regarding an inappropriate action(s) by the organisation or a member of the organisation it may be appropriate for them to put their concern in writing.

As a last resort a trustee may feel it necessary to report the organisation or members of the organisation to external bodies such as organisations responsible for funding the project or projects managed by Green Phoenix.

Extra activities and/or responsibilities

Trustees may choose to be more involved with the organisation and take on extra responsibilities, all actions must be agreed with Green Phoenix first.

Policies and important documents

All trustees should have been given copies of the following important internal documents: Child protection policy, Environmental policy, Equal opportunities policy, Health and safety policy, Volunteering policy, Vulnerable persons statement and Welsh language policy.