BAPEN Trustees' 6 main duties

1. Ensure BAPEN is carrying out its purposes for the public benefit

Ensure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means we should:

- ensure we understand the charity's purposes as set out in its governing document. Simply put, BAPEN has one purpose: the advancement of clinical nutrition
- plan what BAPEN will do, and what we want it to achieve – the key strategic role
- be able to explain how all of BAPEN's activities are intended to further or support its purpose
- understand how BAPEN benefits the public by carrying out its purpose

2. Comply with BAPEN's governing document and the law

We must:

- make sure that BAPEN complies with its current governing document. The BAPEN constitution sets out many of the organisational rules that define our structure of governance; it is a legal document
- comply with charity law requirements and other laws that apply to BAPEN

We should take reasonable steps to find out about legal requirements and ensure the right financial and other information is sent to the Charity Commission in their annual return or annual update.

3. Act in your charity's best interests

We must:

- do what we and our co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- with our co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting ourselves in a position where our duty to BAPEN conflicts with our personal interests or loyalty to any other person or body
- not receive any benefit from BAPEN unless it's properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

4. Manage BAPEN's resources responsibly

We must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. We must:

- make sure the BAPEN's assets are only used to support or carry out its purposes
- not take inappropriate risks with the charity's assets or reputation
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds

Managing risks

A risk is anything that could, if it happened, affect BAPEN achieving its purposes or carrying out its plans. Trustees should establish a risk register that: identifies and articulates risk, assesses its likelihood and potential impact, determines action to mitigate risk, and monitors, reviews and re-assesses regularly.

5. Act with reasonable care and skill

As someone responsible for governing the charity, we:

- must use reasonable care and skill, making use of our skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to our role, for example by preparing for, attending and actively participating in all trustees' meetings
- be mindful of external influences, particularly in relation fundraising and grant-making. (exercise due diligence based on the 3 basic principles: ***know your donor; know your partner; know your beneficiaries)***

6. Ensure BAPEN is accountable

We must comply with statutory accounting and reporting requirements. We should also:

- be able to demonstrate that BAPEN is complying with the law, well run and effective
- ensure appropriate accountability to our members
- ensure accountability within the charity, particularly where we delegate responsibility for particular tasks or decisions to sub-groups or to the Executive, (usually through the BAPEN President as chief officer or the Secretary or Treasurer)