

10 points for your Trustees to consider and 10 points for trustee meetings

Trustees

1. Review your legal form and consider personal liability – now is the time to pay attention
2. Create a crisis team – delegate a small team and give them the authority to make decisions – be clear on boundaries
3. Meet regularly (virtually)
4. Review the financial information, contract details etc
5. Review your actual reserves and your reserves policy – this is the reason you hold them
6. Understand cash flow, timing of money coming in and out may be critical
7. Scenario plan for potential crisis
8. Keep reviewing the government web site – guidance is changing daily
9. Communicate – if you do have difficulties – bank, HMRC, creditors, donors, lawyers and accountants
10. Seek advice – we are here to help

Trustee meetings

1. Good decisions are more important than process right now (document everything)
2. If you need to hold video or telephone meetings and your governing document doesn't allow you to, document why you have decided its appropriate
3. If you can't get the process right, take the decision and worry later – document the reasons
4. Take minutes and distribute them quickly
5. Be mindful of serious incidents – review guidance and discuss any issues quickly – this requirement still applies
6. Delegate trustees certain jobs to avoid duplication of effort eg keeping on top of government guidance
7. If you need to skype in your advisors then remember right now we are here to help
8. Safeguarding must be a priority and an agenda item for all meetings
9. Be alert to potential fraud and cyber crime, the risk has increased – make it an agenda item for regular discussion
10. The risk of a GDPR issue has also increased as we all work remotely – make it an agenda item for regular discussion