



PROPERTY TRUSTEE Job Description & Responsibilities

Responsibilities

Rule 11 states: “The **PROPERTY TRUSTEES** shall be responsible for the safe custody of monies on deposit, books and records and other property of the Association and shall maintain an accurate list of the property of the Association.

Bank accounts as may be required shall be opened in the name of the Association; any two of the six nominated Property Trustees shall have the power to sign cheques. Any outstanding monies in the hands of the Executive Committee and not required immediately shall be invested in any lawful manner.”

All members of the Executive Committee are charity trustees under the Charity Act. The *Property* Trustees are specifically elected for the roles and responsibilities described here.

The Role

There are 6 property Trustees. These are the 3 specifically elected *Property* Trustees plus the Association Master, Honorary General Secretary, Honorary Treasurer as Ex-Officio property Trustees. Clearly, a *Property* Trustee has responsibilities under Rule 11, listed above. In practice, this means that the property Trustees are responsible to the Membership for the financial and physical assets of the Association, ensuring their safe-keeping as far as is reasonable. A *Property* Trustee is a member of the Executive Committee and, as such, is expected to attend the meetings of that Committee and participate in the decision-making process as a charity trustee. Property Trustees are often formally delegated tasks related to the assets by the Executive Committee, reinforcing their responsibility to the Association Membership for the assets. Property Trustees also carry out other ad-hoc tasks, as and when necessary, to ensure the smooth running of the Association.

Personal Qualities

A *Property* Trustee should be a trusted member of the Association. Ideally they should have held an Association Office, e.g. Master, Hon. Gen. Secretary or Treasurer. Failing that they should at least have served in the same capacity at District level. They should be well known and respected members with a thorough knowledge of how the Association works. They should be enthusiastic and keen to see the Association grow in sympathy with its aims and objectives but mature enough to respect and learn from its history.