

## Trustee Training Quiz

### Trustee Role

1. List 4 key documents that all trustees should have access to and be familiar with
2. Name 3 of the 6 main duties of a trustee?
3. What should trustees do before a meeting?
4. Whose best interests should trustees act in?
5. What do you do if you don't agree with a majority decision of the trustees?
6. Who is financially responsible for the charity?
7. Who files the accounts and returns with Companies House and the Charity Commission?
8. What do you do to evaluate the board of trustees, trustee meetings and individual trustees?
9. What more do you think you should do to evaluate the board, the meetings and individual trustees?
10. What's the term of office for a trustee and where will you find it?

## **The Charity**

1. What are the objects of the charity and where can you find them?
2. What are the 2 main laws most relevant for the charity?
3. What should a trustee do if they have a conflict of interest?
4. What would you do if you thought a conflict of interest hadn't been flagged by another trustee or the director?
5. What are the main sources of the charity's funding?
6. List 3 important questions to ask about the accounts?
7. Who are the stakeholders of the charity?
8. What's the registered charity number and companies' house number for the charity? Where will you find them?
9. Of the 15 questions trustees should ask which do you think are the most important 3 for your charity?
10. What's the charity's vision and mission

## **Risk Management**

1. What are the 3 most significant risks on the risk register?
2. What would happen if there was a report in the media about the charity that was a reputational risk?