

Charity managing officials are the people who direct and control the charity/NPO and are legally responsible for compliance and for ensuring the assets and activities achieve the charity/NPO's primary purposes.

The law requires the majority of the managing official to be Guernsey/Alderney residents. Charities/NPOs who are legally required to register (compulsory) are required to have a minimum of three managing officials fulfilling the roles of chairperson, treasurer and secretary but voluntary registered charities/NPOs may merge the roles of chair and secretary, to have a minimum of two managing officials. The treasurer must not hold any other roles and must be unconnected to the chairperson and/or the secretary, to ensure independent oversight.

A charity/NPO may not use the terms chairperson, treasurer and secretary but should identify the positions within their governing body which fulfil these generic roles according to their responsibilities. The treasurer responsibilities should include reporting to the governing body and all payments should have dual signing authority or unconnected recorded dual authorisation. Records must be kept for six year, secure and recoverable.

The role of the Chairperson

- Leading the board;
- Ensuring smooth running of board meetings;
- Promoting good governance among fellow charity trustees;
- Providing supervision and support to the manager/CEO (where applicable);
- Acting as a figurehead or spokesperson where required

The role of the Treasurer

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

The role of the Secretary

- Oversee the compliance of the organisation and ensure the organisation is aware of its legal responsibilities including keeping the Charities Register up to date.
- To ensure that committee meetings are properly administered.
- To ensure other meetings, such as the AGM, and events are properly administered.
- Keep membership records up to date (unless there is a membership secretary as well).
- Monitor committee member action points.