Hansa Class UK

Registered Charity Number: 1165467

Trustee Specification

Trustee responsibilities

As a Trustee, you are responsible for:

- Ensuring you are eligible to act as a charity trustee. See the Charity Commission's automatic disqualification guidance.
- Ensuring Hansa Class UK carries out its charitable purposes for the public benefit. See the Public Benefit Guidance.
- Complying with the charity's governing document and the law.
- Acting in the charity's best interests.
- Managing the charity's resources responsibly.
- Acting with reasonable care and skill.
- Ensuring the charity is accountable.

About Hansa Class UK

Hansa Class UK is a Charitable Incorporated Organisation. It provides dinghy sailing opportunities for people with and without disabilities throughout the UK. Its work includes supporting inclusive participation and competition in Hansa Class sailing in the UK and in international competition. (Hansa Class UK)

Mission and charitable purposes

The objects of the Hansa Class UK

1. To promote and develop inclusive sailing and racing for sailors of Hansa class dinghies.
2. To provide inclusive opportunities for all sailors to participate in organised instruction , coaching and competitions.
3. To provide guidance, training and support to sailors and volunteers to enable full inclusivity for all disabilities.

Constitution: Hansa Class UK documents

Values

- **Safety:** We promote the safety and welfare of sailors, volunteers and everyone involved in our activities.

- **Inclusion:** We value the involvement and views of all, without prejudice or discrimination.
- **Respect:** We treat sailors, volunteers, clubs and the wider sailing community with respect.
- **Encouragement:** We encourage participation, development and achievement at every level.
- **Integrity:** We aim to be open, honest and fair in our decisions and actions.
- **Achievement:** We support sailors and volunteers to develop their skills and reach their potential.
- **Enjoyment:** We aim to make sailing and our activities welcoming and enjoyable.

Aims

- To provide opportunities for people with and without disabilities to take part in Hansa Class sailing across the UK.
- To support sailors to develop their skills through participation, practice and competition.
- To promote inclusive sailing in which disabled and non-disabled sailors can compete on equal terms.
- To organise and support national sailing events and championships.
- To help sailors, volunteers and event organisers build their knowledge and skills.
- To develop a connected and supportive Hansa sailing community.
- To promote the Hansa classes and encourage wider access to the sport.
- To encourage and support sailors to compete in international competition.

Governance and delivery

Hansa Class UK is governed by its constitution and is overseen by a Board of Trustees. The charity's website describes it as having four Trustees alongside a Management Committee. Trustee numbers, terms of office, elections and officer roles must follow the current constitution. (Hansa Class UK management)

The Board should meet as often as needed to govern the charity effectively. Its responsibilities include:

Governance

- Setting the charity's strategy and making key decisions.

- Ensuring the charity complies with its constitution and the law.
- Reviewing the charity's activities against its charitable purposes.
- Considering and demonstrating public benefit.
- Delegating appropriate operational work to the Management Committee while retaining overall responsibility.

Finance

- Overseeing the charity's financial management, fundraising and budget.
- Monitoring income, expenditure and reserves.
- Ensuring the charity prepares and submits required accounts and reports to the Charity Commission.

Policies and risk

- Ensuring appropriate policies and procedures are in place and reviewed.
- Identifying and managing the charity's risks.
- Overseeing safeguarding arrangements and responding appropriately to concerns or complaints.

Volunteers

- Ensuring volunteer roles and responsibilities are clear.
- Ensuring volunteers understand and follow relevant policies and procedures.

The Trustee Board may use the Charity Governance Code for Smaller Charities as a governance reference.

Management Committee

The Management Committee supports the day-to-day delivery of Hansa Class UK's activities under responsibilities delegated by the Board of Trustees.

The committee should meet regularly as agreed and provide updates and minutes to the Board. Its work may include:

- Organising Hansa Class UK events, including traveller events and championships.
- Supporting membership, communications and administration.
- Coordinating boat, equipment and technical matters.
- Supporting event safety and safeguarding arrangements.

- Promoting the charity and its activities.
- Raising funds to enable all agreed activities.
- Managing other work delegated by the Board.

The committee may organise its work through teams or named roles, such as events, membership, finance, communications, equipment and technical support. These arrangements should reflect Hansa Class UK's current needs and be approved by the Board.