

Private Physiotherapy Educational Foundation

The Private Physiotherapy Educational Foundation is a Charitable Trust Registered with the Charity Commission, (Charity No 1005738).

It has the following objects:

The advancement of education in the field of physiotherapy for the benefit of the public, in particular by:

- (i) the provision of education and training in physiotherapy to the public at large and in particular:
 - (a) to physiotherapy patients to enable such patients to relieve or assist in relieving their own suffering**
 - (b) to persons (professionally qualified or not) providing paid or voluntary care to any person in need of physiotherapy****
- (ii) the promotion of research and the dissemination to the public at large of the results of research in the field of physiotherapy**

Trustees of the Private Physiotherapy Educational Foundation

Jean Kelly FCSP -

Chairman of the Board of Trustees

Jenny Wigram MSc MCSP MMACP -

Company Secretary

Michael Whale -

Treasurer

Gillian Jordan - MSc BA MCSP Dip TP

Fleur Kitsell MSc MCSP Cert Ed

Erica Nix MCSP

Carol Owen MCSP

Sally Roberts BSc (Hons) MCSP

What are charities?

Charities are organisations set up for the benefit of the community. They enjoy some tax advantages from the government. While they can in certain circumstances trade for profit, they must use any such profit for the purposes of the charity. To qualify as a charity, an organisation has to meet strict conditions about its overall purposes, also referred to as its objects. The organisation also has to be set up with a constitution or rules which meet certain conditions. These rules are usually referred to as a charity's governing document. Some charities are set up to give direct help, advice, grants or support to people in various kinds of need, for instance older people, or those with a particular medical condition. Charities are also set up to carry out research, provide training or education, or to focus on meeting the wider needs of a particular deprived area. And some charities exist mainly to support other charities, by giving grants and other assistance to them. Several kinds of organisation can qualify as a charity. For instance, some charities are also registered companies, while others are trusts. Some charities are also set up by special legislation. All are subject to the general principles of charity law.

Charities receive their money in various ways, such as donations from the public, payment for services provided, government grants and legacies.

Role of the Trustees

Charity Trustees are the people who serve on the governing body of a charity. They may be known as Trustees, Directors, Board Members, Governors or Committee Members. Charity Trustees are responsible for controlling the management and administration of a charity.

Their responsibilities and duties are summarised below. The PPEF Trustees serve as volunteers, and receive no payment for their work.

Charity Trustees come from all walks of life, and are united by their wish to create positive change in society. Most people are eligible to serve as Trustees. The work of a Trustee should be rewarding and enjoyable, and an opportunity to serve the community while learning new skills.

Trustees and their responsibilities

Charity Trustees are the people who serve on the governing body of a charity. They may be known as Trustees, Directors, Board Members, Governors or Committee Members. The principles and main duties are the same in all cases.

- (1) Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for which it has been set up

Compliance – Trustees must:

- (2) ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and annual returns and accounts as required by law
- (3) ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there
- (4) comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity
- (5) act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets

Duty of prudence – Trustees must:

- (6) ensure that the charity is and will remain solvent
- (7) use charitable funds and assets reasonably, and only in furtherance of the charity's objects
- (8) avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk
- (9) take special care when investing the funds of the charity, or borrowing funds for the charity to use

Duty of care – Trustees must:

- (10) use reasonable care and skill in their work as Trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient
- (11) consider getting external professional advice on all matters where there may be material risk to the charity, or where the Trustees may be in breach of their duties

What should I do before I become a Trustee?

The short answer

You should take all reasonable steps to find out as much as you can about the charity, and about what will be expected of you as a trustee.

Role of the Charity Commission

The Charity Commission is the independent regulator of charities in England and Wales. Their job as regulator is to work closely with charities to ensure that they are accountable, well run and meet their legal obligations in order to promote public trust and confidence. Most charities must register with the Commission, although some special types of charity do not have to register.

The Commission provides a wide range of advice and guidance to charities and their Trustees, and can often help with problems. Registered charities with an annual income or expenditure over £10,000 must provide annual information and accounts to the Commission. The Commission has wide powers to intervene in the affairs of a charity where things have gone wrong.

More information about the Commission together with a range of guidance for charities can be found on their website www.charitycommission.gov.uk.

As a Trustee, your skills and energy will help to make a difference to your chosen cause and charity. You will become responsible for the charity's mission, for its property, finances and the employment of any staff or volunteers. Without good and committed Trustees, no charity can hope to succeed.

Being a Trustee of the PPEF can be hard work and is unpaid, except for expenses. But by contributing you should also gain. Trusteeship should be rewarding, providing many opportunities for personal development. As you give your skills to the running of the charity, you will at the same time gather new skills and experience.

For instance, you will need to plan the strategic future of the PPEF and its work. You will need to take the lead in developing and managing staff and volunteers – for most charities, their most important resource. You may also need to become involved in policy decisions within the PPEF. Innovation, problem solving and representing the charity in public may also be needed.

You will of course be joining a team of Trustees. To be effective, the team will need a range of people with a good mix of skills. It will also be diverse, with people who understand the needs to be served, and others with business and management experience. This should also be positive – you will be meeting and working with new people with different backgrounds, and from different walks of life. The Trustees usually meet four times a year.

If you feel you would like to become a PPEF Trustee, and need more detailed information about the duties and responsibilities please contact:

The Chairman of the Board of Trustees,
The PPEF
Cedar House, Bell Plantation,
Watling Street,
Towcester,
Northants.,
NN12 6GX

The Private Physiotherapy Educational Foundation is also a company limited by guarantee. Registered in England: No. 2652861.

The above address is the Registered Office.