



[Guddiga Hay'adaha samafalka ah]

English	Somali
TRUSTEES & GOVERNANCE	AMMAANO HAYAASHA IYO MAAMULKA
<b>The Essential Trustee</b>	<b>Ammaano hayaha Daruuriga ah</b>
An introduction	Horudhac
<b>A welcome from the Chair and Chief Executive of the Charity Commission</b>	<b>Soo-dhawayn ka timid Guddoomiyaha iyo Agaasimaha Guud ee Guddiga Hay'adaha samafalka ah (Charity Commission)</b>
You are probably reading this because you have just become, or are about to become, a charity trustee. If so, we welcome you and congratulate you. Your skills and energy will help to make a difference to your chosen charity.	Waxaa la filan karaa in aad kan u akhrisanayo maadaama aad hadda noqotay, ama dhawaan noqon doonto, ammaano hayaha hay'ad samafal ah (charity trustee). Haddii ay sidaas tahay, waannu ku soo dhawaynaynaa waanan kugu hambalyaynaynaa. Xirfadahaaga iyo tamartaada ayaad wax ku tari doontaa hay'adda samafalka ah ee aad dooratay.
You will become responsible for the charity's aims and direction, for its property, finances and the employment of any staff or volunteers. Without good and committed trustees, no charity can hope to succeed.	Waxaad masuul ka noqon doontaa himilooyinka iyo dariiqa ay hay'adda samafalku, ugu talagashay hantideeda, maaliyaddeeda iyo shaqaalaysiinta wixii shaqaale ama mutaddawiciin ah. Ammaano hayaal fiican oo huran la'aantood, ma jirto hay'ad samafal ah oo guul rajayn karta.

<p>We would like to wish you well as a trustee, and hope that you will gain real satisfaction from making a contribution to society. The Charity Commission exists to regulate charities and protect their reputation. We are here to help and advise you and your colleagues.</p>	<p>Waxaannu jeclaan lahayn in aannu wanaag kaaga sahadinno ammaano haye noqoshadaada, waxaanan rajaynaynaa in aad si fiican ugu maqsuudi doonto gargaarka aad siinayso mujtamaca. Guddiga Hay'adaha samafalka ahi waxuu u jiraa si uu u xukumo hay'adaha samafalka ah una dhowro magacooda. Waxaannu adiga iyo dadka aad wada shaqaysaan idiin la diyaar nahay caawimo iyo talobixin.</p>
<p>This booklet sets out a summary of your new responsibilities and duties, and also how you can get support and assistance from us and from other organisations.</p>	<p>Buugyarahani waxuu soo koobayaa mas'uuliyadahaaga iyo waajibaadkaaga cusub, iyo weliba sida aad annaga iyo ururrada kale nooga heli karto taageero iyo gargaar.</p>
<p>In this booklet, where we use 'must' we mean it is a specific legal or regulatory requirement affecting trustees or a charity. To help you easily identify a legal or regulatory requirement we have used the symbol. We use 'should' for items we regard as minimum good practice, but for which there is no specific legal requirement. Trustees should follow the good practice guidance unless there's a good reason not to.</p>	<p>Buugyarahan gudihiisa, marka aannu isticmaalayno 'waajib' waxaannu ku tilmaamaynaa shardiga gaarka ah ee sharciga ama xukunka ah ee khuseeya ammaano hayaasha ama hay'ad samafal ah. Si aannu kaaga caawinno in aad si fudud u garato shardiga sharciga ama xukunka ah waxaannu isticmaalnay calaamadda <b>L</b>. Waxaannu 'habboon' u isticmaalaynaa arrimaha aannu u aragno in ay ka mid yihiin habdhaqanka wanaagsan ee ugu yaraan loo baahan yahay, kuwaasoo laakiinse aan ahayn shardi sharciyan gaar ah. Ammaano hayaashu waxaa habboon in ay hirgeliyaan hagidda ku saabsan habdhaqanka wanaagsan haddii aysan jirin sabab fiican oo taas u diidda.</p>
<p><b>Dame Suzi Leather Chair</b></p>	<p><b>Dame Suzi Leather Guddoomiyaha (Chair)</b></p>
<p><b>Andrew Hind Chief Executive</b></p>	<p><b>Andrew Hind Agaasimaha Guud (Chief Executive)</b></p>
<p><b>Who are charity trustees?</b></p>	<p><b>Yaa ah ammaano hayaasha hay'adaha samafalka ah?</b></p>

<p>Charity trustees are the people who form the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. Trustees are responsible for controlling the management and administration of a charity. The great majority of trustees serve as volunteers, and receive no payment (other than to repay necessary out-of-pocket expenses incurred). Trustees should work together as a team, and have collective responsibility for their charity.</p>	<p>Ammaano hayaasha hay'adaha samafalka ahi waa dadka iyagu qayb ka ah ururka xukuma hay'ad samafal ah. Waxaa la odhan karaa ammaano hayaal, agaasimeyaal, xubne guddi, maamuleyaal ama xubne gole. Ammaano hayaashu waxay mas'uul ka yihiin nidaaminta maamulka iyo hawlgelinta hay'adda samafalka ah. Inta ugu badan, waxay ammaano hayaashu ku adeegaan mutaddawicnimo, wax lacag ahna ma qaataan (waxa aan ahayn dib u celinta kharashka lagama maarmaanka ah in uu jeebkooda ka baxo). Ammaano hayaashu waxaa habboon inay koox ahaan u wada shaqeeyaan, waxayna wadajir masuul ka yihiin hay'addooda samafalka ah.</p>
<p>Being a trustee can be hard work, but by contributing you should also gain. Trusteeship should be rewarding, providing opportunities for personal development. As you give your skills to the running of your charity, you will at the same time gather new skills and experience.</p>	<p>Ahaanshaha ammaano hayuhu waxuu noqon karaa shaqo adag, laakiinse gargaarka aad bixinayso waxaa laga yaabaa in aad adiguna faa'iido ka hesho. Ammaano hayntu waxaa laga yaabaa in ay noqoto mid faa'iido laga helo, fursado ka bixisa horumarka shakhsi ahaaneed. Inta aad xirfadahaaga ku caawinayso maamulka hay'addaada samafalka ah, waxaad islamarkaa heli doontaa xirfado iyo khibrad cusub.</p>
<p><b>What are the duties of trustees?</b></p>	<p><b>Waa maxay waajibaadka ammaano hayaashu?</b></p>
<p><b>Trustees have, and must accept, ultimate responsibility for directing the affairs of their charity, ensuring that it is solvent and well-run, and delivering the charitable outcomes for the benefit of the public for which it was set up. You need to keep in mind the following areas of responsibility.</b></p>	<p><b>Ammaano hayaasha waxaa saaran, oo waajib ku ah in ay aqbalaan, mas'uuliyadda ugu dambaysa ee sidii dariiq loogu heli lahaa hawlaha hay'addooda samafalka ah, iyadoo la hubinayo in ay lacag u taallo oo si fiican loo wado, iyadoo welibana la keenayo natiijooyinka samafalka ah ee danta shacabka ah taasoo iyada loo aasaasay. Waxaad u baahan tahay in aad xasuusnaato qodobbada mas'uuliyadda ee soo socda.</b></p>

<p>Ensuring compliance – Trustees must ensure that their charity complies with:</p>	<p>Hubinta addeecidda – Ammaano hayaasha waxaa waajib ku ah in ay hubiyaan in ay hay'addooda samafalku addeecdo:</p>
<ul style="list-style-type: none"> <li>• Charity law, and the requirements of the Charity Commission as regulator; in particular you must ensure that the charity prepares reports on its work, and submits annual returns and accounts as required by law. You can find more information in our publication <i>The Hallmarks of an Effective Charity</i> (CC60).</li> </ul>	<ul style="list-style-type: none"> <li>• Sharciga khuseeya hay'adaha samafalka ah, iyo shuruudaha Guddiga Hay'adaha samafalka ah maadaama uu kaasi xukumo; gaar ahaan waxaa waajib kugu ah in aad hubiso in ay hay'adda samafalku warbixinno ka diyaariso shaqada ay qabato, ayna soo gudbiso macaashyada iyo xisaabaadka sanadlaha ah sida sharcigu ka rabo. Waxaad warbixin dheeraad ah ka heli kartaa daabacaaddayada la yiraahdo <i>The Hallmarks of an Effective Charity (Astaamaha Hay'adda samafalka ah ee Waxtarka leh)</i> (CC60).</li> </ul>
<ul style="list-style-type: none"> <li>• The requirements or rules, and the charitable purpose and objects, set out in the charity's own governing document. All trustees should have a copy of this document, and be familiar with it.</li> </ul>	<ul style="list-style-type: none"> <li>• Shuruudaha ama xeerasha, iyo ujeeddada iyo himilooyinka samafalka ah, ee ku qayaxan dukumeentiga maamulka ee hay'adda samafalka ah laftigeeda. Waxaa habboon in ay ammaano hayaashu dhammaantood nuqul ka haystaan dukumeentigaas, ayna bartaan.</li> </ul>
<ul style="list-style-type: none"> <li>• The requirements of other legislation and other regulators (if any) which govern the activities of the charity; these will vary according to the type of work the charity carries out, and whether it employs staff or volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>• Shuruudaha xeerasha kale ama xukunnada kale (haddii ay jiraan) ee waxqabadyada hay'adda samafalka ah maamula; waxay kuwaasi u kala duwanaan doonaan si ku xiran nooca shaqada ee ay hay'adda samafalka ahi qabato, iyo haddii ay leedahay shaqaale ama mutaddawiciin.</li> </ul>
<ul style="list-style-type: none"> <li>• The requirement for trustees to act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets. You should check the charity's governing document for provisions relating to conflicts of interest, and you can find more information in our website guidance on conflicts of interest and in our publication <i>Payment of Charity Trustees</i> (CC11).</li> </ul>	<ul style="list-style-type: none"> <li>• Shardiga u yaalla ammaano hayaasha ee ku khasbaya in ay sharaf ku dhaqmaan, oo ay ka fogaadaan khilaafaadka shakhsi ahaaneed ee ka iman kara xagga danta ama isticmaalka xun ee lacagaha ama hantida hay'adda samafalka ah. Waxaa habboon in aad dukumeentiga maamulka ee hay'adda samafalka ah ka fiiriso qodobbada la xiriira khilaafaadka xagga danta, waxaanad warbixin dheeraad ah ka heli kartaa hagidda ku saabsan khilaafaadka xagga danta ee</li> </ul>

	<p>boggayaga internet'ka iyo daabacaaddayada la yiraahdo <i>Payment of Charity Trustees (Lacagta la siiyo Ammaano hayaasha Hay'adda samafalka ah)</i> (CC11).</p>
Duty of prudence – Trustees must:	<p>Wajibka la xiriira indheergaradka – Ammaano hayaasha waxaa wajib ku ah in ay:</p>
<ul style="list-style-type: none"> <li>• Ensure that the charity is and will remain solvent; this means that you need to keep yourself informed of the charity's activities and financial position.</li> </ul>	<ul style="list-style-type: none"> <li>• Hubiyaan in ay hay'adda lacag u taallo una oolli doonto; waxay taasi ka dhigan tahay in aad u baahan tahay in aad ka warhayso waxqabadyada iyo xaaladda maaliyadeed ee hay'adda samafalka ah.</li> </ul>
<ul style="list-style-type: none"> <li>• Use charitable funds and assets wisely, and only to further the purposes and interests of the charity.</li> </ul>	<ul style="list-style-type: none"> <li>• Lacagaha iyo hantida samafalka ah u isticmaalaan si xikmad badan, oo ayna u adeegsadaan oo keliya si ay u horumariyaan himilooyinka iyo danaha hay'adda samafalka ah.</li> </ul>
<ul style="list-style-type: none"> <li>• Avoid undertaking activities that might place the charity's property, funds, assets or reputation at undue risk.</li> </ul>	<ul style="list-style-type: none"> <li>• Ka foogaadaan ku dhaqaaqa falalka halis xad-dhaaf ah gelin kara alaabta, lacagaha, hantida ama magaca hay'adda samafalka ah.</li> </ul>
<ul style="list-style-type: none"> <li>• Take special care when investing the funds of the charity, or borrowing funds for the charity to use.</li> </ul>	<ul style="list-style-type: none"> <li>• Taxaddar gaar ah muujiyaan marka ay maalgelinayaan lacagaha hay'adda samafalka ah, ama ay amaahanayaan lacago ay hay'adda samafalka ahi isticmaasho.</li> </ul>
Duty of care – Trustees must:	<p>Wajibka la xiriira daryeelka – Ammaano hayaasha waxaa wajib ku ah in ay:</p>
<ul style="list-style-type: none"> <li>• Exercise reasonable care and skill as trustees, using personal knowledge and experience to ensure that the charity is well-run and efficient.</li> </ul>	<ul style="list-style-type: none"> <li>• Kaalintooda ammaano hayaasha ka muujiyaan taxaddar iyo xirfad habboon, iyagoo isticmaalaya cilmigooda iyo khibraddooda shakhsi ahaaneed si ay u hubiyaan in hay'adda samafalka ah si fiican loo wado oo ay waxqabad fiican yeelato.</li> </ul>

<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Ku fikirnaan in ay talobixin xirfadeed oo dibadda ka ah ka doontaan dhammaan arrimaha iyaga halis dhaqaale ay uga imaan karto hay'adda samafalka ah, ama iyaga laga yaabo in ay ammaano hayaashu kaga soo bixi waayeen waajibaadkoodii.</li> </ul>
<p>To fulfil these responsibilities properly, trustees should make sure that they keep up to date with what the charity is doing. You should give enough time and energy to the business of the charity, and meet regularly enough to make the decisions needed. How this is done will vary between different types and sizes of charity.</p>	<p>Si ay mas'uuliyadahaas uga soo baxaan, waxaa habboon in ay ammaano hayaashu hubiyaan in ay la socdaan waxa ay hay'adda samafalku samaynayso. Waxaa habboon in aad waqti iyo tamar ku filan siisaan dhanka ganacsiga ee hay'adda samafalka ah, oo aad in ku filan wada kulantaan si aad u gaartaan go'aannada loo baahan yahay. Sida ay taasi u dhici doonto waxay u kala duwanaan doontaa noocyaha iyo baaxadaha kala duwan ee hay'adaha samafalka ah.</p>
<p><b>What is the Charity Commission?</b></p>	<p><b>Waa maxay Guddiga Hay'adaha samafalku?</b></p>
<p><b>We are the independent charity regulator for England and Wales. Our job is to work with charities to ensure that they are accountable, well run and meet their legal obligations. We also aim to promote public trust and confidence in charities. Most charities must register with us, although some types of charity do not have to register. We provide a wide range of advice and guidance to charities. We produce a twice yearly newsletter which is sent to all registered charities in England and Wales and offer a number of online services via our website <a href="http://www.charitycommission.gov.uk">www.charitycommission.gov.uk</a>. You can also read and download any of our publications and guidance from our website.</b></p>	<p><b>Waxaannu nahay xukunka madaxbannaan ee hay'adaha samafalka ah ee England iyo Wales. Waxay hawshayadu tahay in aan la shaqayno hay'adaha samafalka ah si annu u hubinno in ay noqdaan kuwo is xil saaraya, si fiican loo wado kana soo baxaya waajibaadkooda sharciyeed. Waxay weliba ujeeddadayadu tahay in annu abaabulno aaminaadda iyo kalsoonida shacabka ee hay'adaha samafalka ah. Waxaa hay'adaha samafalka ah intooda ugu badan waajib ku ah in ay iskakaaya diiwaangeliyaan, inkastoo aysan khasab ku ahayn hay'ado samafal ah oo noocyo gaar ah in ay is diiwaangeliyaan. Waxaannu hay'adaha samafalka ah siinnaa talobixin iyo higid aad u kala duwan. Waxaannu labadii sanoba mar soo saarnaa warside loo diro dhammaan hay'adaha samafalka ah ee diiwaansan ee England iyo</b></p>

	<p>Wales waxaanan ku deeqnaa adeegyo dhowr ah oo internet'ka laga heli karo marka loo maro boggayaga internet'ka ee <a href="http://www.charitycommission.gov.uk">www.charitycommission.gov.uk</a>.</p> <p>Mid kastoo ka mid ah daabacaadyadayada iyo hagiddayada waxaad weliba ka akhrisan kartaa oo aad kala soo bixi kartaa boggayaga internet'ka.</p>
<p><b>What happens if things go wrong?</b></p>	<p><b>Maxaa dhacaya haddii ay arrimuhu xumaadaan?</b></p>
<p><b>We offer information and advice to charities on both legal requirements and best practice to help them operate as effectively as possible and to prevent problems arising. In the very few cases where serious problems occur, we have wide powers to look into them and put things right. Depending on the circumstances and the charity's governing document, trustees may be personally liable for any debts or losses that the charity faces. However, personal liability of this kind is rare, and trustees who have followed the requirements summarised in this booklet will generally be protected.</b></p>	<p><b>Waxaannu hay'adaha samafalka ah ugu deeqnaa warbixin iyo talosiin ku saabsan shuruudaha sharciyeed iyo habdhaqanka ugu wanaagsan labadaba si aannu iyaga uga caawinno in ay u hawlgalaan sida ugu waxtarka badan ee suurogalka ah iyo si aannu uga hortagno dhibaatooyinka imaan kara. Mararka aad u tira yar ee ay dhibaatooyin darani dhacaan, waxaannu awood waasacan u leenahay in aannu kuwaas baarno oo aannu saxno wixii qaldama. Iyadoo ku xiran duruufta ay kuwaasi ku yimaaddeen iyo dukumeentiga maamulka ee hay'adda samafalka ah, waxaa laga yaabaa in ammaano hayaashu ay shakhsi ahaan mas'uul ka noqdaan wixii deymo ama khasaare ah ee ku wajahan hay'adda samafalka ah. Hase yeeshee, mas'uuliyadda shakhsi ahaaneed ee noocaas ahi aad ayay dhif u tahay, midda kalena ammaano hayaasha hirgeliyey shuruudaha ku kooban buugyarahan caadi ahaan iyagu way badbaadayaan.</b></p>
<p><b>Where can I find out more?</b></p>	<p><b>Halkeen warbixin dheeraad ah ka heli karaa?</b></p>

<p>This is only a summary of the responsibilities and duties of trustees and you can find out more in <i>The Essential Trustee: What you need to know</i> (order reference CC3), which contains more detailed information. To get a copy of this or any of our other publications you can:</p>	<p>Kani waa mid uun soo koobaya mas'uuliyadaha iyo waajibaadka ammaano hayaasha waxaanad warbixin dheeraad ah ka heli kartaa <i>The Essential Trustee: What you need to know (Ammaano hayaha Daruuriga ah: Waxa aad u baahan tahay in aad ogaato)</i> (tixraaca dalbashada CC3), kaasoo ka kooban warbixin sii faah-faahsan. Si aad nuqul uga hesho kaas ama mid kastoo ka mid ah daabacaayadayada kale waxaad:</p>
<ul style="list-style-type: none"> <li>• view and print them from our website <a href="http://www.charitycommission.gov.uk">www.charitycommission.gov.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>• iyaga ka fiirin kartaa kana soo daabacan kartaa boggayaga internet'ka ee <a href="http://www.charitycommission.gov.uk">www.charitycommission.gov.uk</a></li> </ul>
<ul style="list-style-type: none"> <li>• order during opening hours - Monday to Friday 08:00-20:00 and 09:00-13:00 Saturdays - by phoning us on 0845 300 0218;</li> </ul>	<ul style="list-style-type: none"> <li>• dalban kartaa saacadaha furnaanta gudahood - Isniinta ilaa Jimcaha 8:00 subaxnimo - 8:00 fiidnimo iyo 9:00 subaxnimo ilaa 1:00 duhurnimo maalmaha Sabtida - adigoo naga soo wacaya 0845 300 0218;</li> </ul>
<p>or</p> <ul style="list-style-type: none"> <li>• write to Charity Commission Direct, PO Box 1227, Liverpool, L69 3UG.</li> </ul>	<p>ama</p> <ul style="list-style-type: none"> <li>• warqad ayaad u soo diri kartaa Charity Commission Direct, PO Box 1227, Liverpool, L69 3UG.</li> </ul>
<p>For a full list see the Publications section of our website or <i>Charity Commission Publications</i> (order code CC1).</p>	<p>Si aad liiska buuxa u hesho fiiri qaybta Daabacaadyada (Publications) ee boggayaga internet'ka ama <i>Charity Commission Publications (Daabacaadyada Guddiga Hay'adaha samafalka ah)</i> (lambarka dalbashada CC1).</p>
<p>As well as the guidance we produce, there are many other resources that trustees can use to help them carry out their duties. We encourage you to make use of the wide range of organisations that can help you run your charity as effectively as possible. Details of some of these organisations are listed in <i>The Essential Trustee: What you need to know</i>. You can also find details of other sources of information</p>	<p>Hagidda aannu soo saarno, waxaa siyaado ku ah ilo kaloo fara badan oo ay ammaano hayaashu isticmaali karaan oo ka caawin kara in ay waajibaadkooda ka soo baxaan. Waxaannu kugu dhiirrigelinaynaa in aad isticmaasho ururrada aadka u kala duwan ee kaa caawin kara in aad sida ugu waxqabadka badan ee suurogalka ah u maamusho hay'addaada samafalka ah. Macluumaadka ururradaas qaarkood waxay ku taxan yihiin <i>The Essential</i></p>

in 'Useful links' on the homepage of our website.	<i>Trustee: What you need to know (Ammaano hayaha Daruuriga ah: Waxa aad u baahan tahay in aad ogaato). Macluumaadka ilo kaloo warbixineed waxaad weliba ka heli kartaa qaybta 'Useful links' (Isu-xireyaasha waxtarka leh) ee bogga hore ee boggayaga internet'ka.</i>
<b>Charity Commission</b>	<b>Guddiga Hay'adaha samafalka ah</b>
<b>Telephone: 0845 300 0218</b>	<b>Telefoonka: 0845 300 0218</b>
<b>Typetalk: 0845 300 0219</b>	<b>Hadal garaac: 0845 300 0219</b>
<b>Website: www.charitycommission.gov.uk</b>	<b>Bogga internet'ka: www.charitycommission.gov.uk</b>
<b>Original draft version by James Tickell.</b>	<b>Nuskhadda daabacaadda koowaad ee James Tickell</b>
<b>The Essential Trustee: An introduction. January 2007. CC3A</b>	<b>Ammaano hayaha Daruuriga ah: Horudhac. Jannaayo 2007da. CC3A</b>