

ROLE DESCRIPTION – TRUSTEE

Duties:

- Ensuring the organisation abides by the [Governance Code](#)
- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (i.e. its articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)

In addition to the above statutory duties, each trustee maybe allocated a lead area which is suited to their experience/skillset or be an area in which they have a particular interest. They should use their expertise in the nominated area to help the Trustee Board make sound decisions. This may involve working with the staff lead on a particular task or project, scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise. The Trustee lead may also be asked to be part of a working group for a particular project, which may also involve other trustees, staff members and/or volunteers, with a view to researching options and presenting ideas/proposals to the Board. The Trustee does not have authority to make decisions, unless this is specifically delegated by the Board.

PERSON SPECIFICATION – TRUSTEE

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- A commitment to uphold the [Governance Code](#)