



TRUSTEE ROLE DESCRIPTION

Responsibilities

1. To ensure that the charity meets all statutory requirements, including compliance with charity law.
2. To ensure that the charity complies with its charitable objects as defined in its governing documents.
3. To ensure the charity applies its resources exclusively in pursuance of its objects.
4. To ensure the interest of the charity's stakeholders are represented.
5. To ensure the effective and efficient administration of the charity.
6. To ensure the financial probity and security of the charity.
7. To contribute actively to the Board of Trustees' role in providing clear strategic direction to the organisation, setting overall policy, defining objectives, and setting targets and evaluating performance.
8. To safeguard the good name, reputation, and ethos of the charity.
9. In addition to those responsibilities above, each trustee should use any specific knowledge, skills and experience they have to help the Board of Trustees reach sound decisions. This may involve evaluating information, leading discussions, focussing on key issues, providing advice and guidance, assessing new initiatives, etc., as appropriate to the trustee's particular expertise.
10. To undertake appropriate training, particularly in the area of Safeguarding, relevant to the work of the charity and the individual trustee's participation in its activities.

Core Qualities

- commitment to the charity and its objects
- a willingness to devote the necessary time and effort
- integrity
- strategic vision
- good judgement
- independent, creative thinking
- a willingness to speak their mind

- a willingness to take a learning approach and reflect on the work of the partnership

Knowledge, Skills and Experience (included in the membership of the Board of Trustees)

- The type of work undertaken by the charity
- Setting targets, monitoring, and evaluating performance and programmes in commercial and non-profit organisations
- Fundraising
- Financial management
- Law

In addition, depending on the size of the organisation and the nature of its work, it may well be desirable to include knowledge, skills, and experience of the following:

- Public relations
- Marketing
- Information technology

It could be desirable to include trustees who have experience of using the services provided by the charity, or who have been actively involved as volunteers.

A balanced Board of Trustees should also reflect the breadth of society in age, gender, and ethnic origin.

Impact

Major influence on the charity's strategic direction and performance in fulfilling its charitable objects.

N.B. The charity does not employ any staff and relies on trustees and other volunteers to carry out executive responsibilities.