

Trustee Role Description

The duties of a trustee are to:

- Ensure that the charity has a clear vision, mission and strategic direction, and is focussed on achieving these.
- Agree the method for measuring objectively the progress of the charity in relation to its vision, mission, strategic objectives, business plans, operational plans and impact, and to receive regular reports on the performance of the charity.
- Ensure that the fundamental values and guiding principles of the charity are articulated and reflected throughout the charity.
- Ensure that the charity complies with its governing document (Articles of Association), charity law, company law and any other relevant legislation or regulations.
- Ensure that the charity pursues its objects as defined by its governing document.
- Ensure that the charity applies its resources exclusively in pursuance of its objects.
- Ensure the effective and efficient administration of the charity.
- Ensure the financial stability of the charity.
- Protect and manage the property of the charity and ensure the proper investment of the charity's funds.
- Appoint the Chief Executive, set his / her terms and conditions and ensure that the charity invests in the Chief Executive's ongoing professional development.
- Ensure that the Chief Executive receives regular, constructive feedback on his / her performance in managing the charity and in meeting his / her annual and longer term targets and objectives.
- Attend all appropriate meetings and other appointments or give apologies.
- Prepare fully for meetings and work for the charity, including reading papers, querying matters with managers, thinking through issues before meetings and completing any assigned tasks in an agreed timescale.
- Actively engage in discussion, debate and voting in meetings, contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- Participate in collective decision making, accepting a majority decision of the board and not acting individually unless specifically authorised to do so.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees to reach sound decisions. This may involve 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.

Trustee person specification

- A commitment to the charity.
- 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.
- To follow Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.