

Trustee Role Description

ROLE PURPOSE:

With other members of the Trustee Board, and *acting always in the interests of the Trust as a whole and its beneficiaries*, to direct the affairs of the Trust for the furtherance of its charitable objectives.

Key responsibilities:

With other Trustees to:

1. ensure that the Trust has a clear vision, mission and strategic aims and is focussed on their fulfilment.
2. be responsible for the performance of the Trust and for its culture;
3. ensure that the Trust functions within the legal and regulatory requirements of a charitable company and that its governance is of the highest possible standard; and
4. act as guardian of the assets of the Trust, both tangible and intangible, taking all due care over their security, deployment and proper application.

Main duties and tasks:

Ensuring a clear vision, mission and strategic direction

1. Work with other Trustees, the CEO and staff to develop a clear vision, mission and strategic plan for the Trust, which is understood by all.
2. Reflect the Trust's vision, mission and aims in formulating, and implementing strategy and major policies.
3. Contribute specific skills, experience and contacts.
4. Regularly review the Trust's strategic plan and priorities.

Being responsible for the performance of the Trust and for its culture

1. With other Trustees, the CEO and staff, monitor the performance of the Trust in the achievement of its aims.
2. Regularly review the Trust's policies and practices to ensure that they support the achievement of its aims.
3. Ensure that the Trust's policies are followed throughout the organisation.
4. Fulfil such other duties and assignments as may be required from time to time by the Trustee Board.

Ensuring best practice

1. Follow the Code of Conduct at all times.
2. Attend meeting of Trustees and be an active member of the Trustee body in the exercise of its responsibilities.
3. Understand and respect the different roles of Trustees, the CEO and senior staff.
4. Take part in training sessions provided for the benefit of the Trustees.
5. Regularly and collectively reflect on the effectiveness of the Board in fulfilling its responsibilities.

Acting as guardian of the Trust's assets

1. Ensure that the Trust has satisfactory control systems and procedures for holding in trust all monies, properties and other assets.
2. Ensure that the major risks to which the Trust is exposed are reviewed annually and that action is taken to mitigate or minimise those risks.
3. Ensure that the income and property of the Trust is applied for the achievement of its aims.

This Role Description was reviewed by the Governance Group in June 2015 and was approved by the Board in July 2015.