# Trustee Role Description

# Overall Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Trustee Duties

\* To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations

\* To ensure that the organisation pursues its objects as defined in its governing document

\* To ensure the organisation uses its resources exclusively in pursuance of its objects:

\* To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets

\* To safeguard the good name and values of the organisation.

\* To ensure the effective and efficient administration of the organisation

\* To ensure the financial stability of the organisation

\* To protect and manage the property of the charity and to ensure the proper investment of the charity's funds

\* To appoint the chief executive officer and monitor their performance

\* Use their specific skills, knowledge or experience they have to help the board of trustee’s reach sound decisions.

# This may involve:

# o Scrutinising board papers

# o Leading discussions

# o Focusing on key issues

# o Providing guidance on new initiatives

# o Taking an active role in board sub-committees

# o Other issues in which the trustee has special expertise

# Trustee person specification

# Knowledge, Skills and Experience

# General Skills and Experiences

# \* Commitment to the organisation

# \* Willingness to devote the necessary time and effort

# \* Strategic vision

# \* Good, independent judgement

# \* Ability to think creatively

# \* Willingness to speak their mind

# \* Has influence and wide ranging networks

# \* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

# \* Ability to work effectively as a member of a team

# \* Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

# Accountability

# As the board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: service users, members, funders, the Charity Commission, and Companies House