# Trustee Role Description

# Overall Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of XXXXX, developing the organisations Mission, Values and Aims in accordance with the governing document, and 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 and 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 scutinize agenda / minutes and prepare in advance of meetings
* 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 (if relevant)
* Use their specific skills, knowledge and/or experience to help the board of trustee’s reach sound decisions, and invite advice from external experts where relevant

# This may involve:

# o Leading discussions

# o Focussing 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 (not mandatory)

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

# \* Ability to work effectively as a member of the 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 (and other regulators).