

## Trustee Role Description

### **The statutory duties of a Board Trustee:**

- 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 objectives as defined in its governing document.
- To ensure the organisation uses its resources exclusively in pursuance of its objects; the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the Board of Managements 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 his/her performance.

### **Other duties:**

- In addition to the above statutory duties, each trustee should use specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:
  - Scrutinising board papers
  - Leading discussions
  - Focusing on key issues
  - Providing guidance on new initiatives
  - Other issues in which the trustee has special expertise.

## **Trustee Person Specification**

- 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
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.