

ROLE DESCRIPTION - TRUSTEE

Main tasks:

1. To ensure that the charity complies with its Memorandum and Articles of Association, Charity Law, Company Law and any other relevant legislation or regulations.
2. To ensure that the Charity pursues its charitable objects as defined in its Memorandum and Articles of Association.
3. To ensure the Charity applies its resources exclusively in pursuance of its objects, i.e. 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.
4. To contribute actively to the Board of Trustees' role in giving firm strategic direction to the Organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of the charity.
6. To ensure the effective and efficient administration of the charity.
7. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
8. To appoint the Chief Executive Officer and monitor his or her performance
9. In addition to the above statutory duties of all Trustees, each Trustee should use any specific knowledge or experience they have to help the board of Trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of the charity's work in which the Trustee has special expertise.