



Job Description for Trustee

Role

To ensure, with the other trustees, that the Society acts in accordance with its constitution (the Articles of Association) and to manage its activities in furtherance of the charitable purposes set out in that constitution.

As the Society is registered not just as a charity but also as company limited by guarantee, every trustee is a director of the company and has legal responsibilities and potential liabilities in that capacity. Further details can be obtained from the Society's office.

Responsibilities

- Setting strategy and undertaking the strategic management of the Society
- Ensuring that the Society complies with its Articles of Association and Regulations and all applicable legislation and regulations
- Ensuring that the Society pursues its charitable purposes, as set out in its Articles of Association, for the public benefit
- Ensuring that the Society applies its resources in pursuance of its charitable purposes and provides appropriate public benefit through its activities in pursuit of those purposes
- Ensuring the financial stability and solvency of the Society
- Ensuring proper accounting records are kept
- Ensuring the effective and efficient administration of the Society
- Ensuring the proper investment of the Society funds
- Approving the Society policies
- Safeguarding the good name and ethos of the Society

Duties

- Attending Board Meetings
- Playing an active part in the Board's meetings and deliberations
- Exercising due care and attention and using reasonable skill in dealing with the Society's affairs
- Using one's own skills, knowledge and experience to help the Board reach sound decisions
- Taking the lead in any Trustees' activities where you have special knowledge
- Avoiding any conflict of interests and declaring potential conflicts to the Board
- Sitting as a Board Representative on subcommittees, working groups etc.
- Sitting on recruitment and disciplinary panels if required
- Approving the Society's strategic objectives annually and measuring performance against them
- Approving the Annual Accounts and Trustees' Report

Time Commitment

- 4-5 Board meetings per annum including an overnight retreat
- 4-5 Subcommittee meetings per year
- Ad Hoc teleconference if required
- 1 hour a week on Society business