

## **JOB DESCRIPTION FOR TRUSTEES**

Trustees are the people responsible under the governing document of Carr Gomm for controlling the management and administration of the organisation.

The role of a Trustee is:

- To ensure that Carr Gomm complies at all times with its governing document, charity law, company law and any other relevant legislation or regulation
- To ensure that Carr Gomm pursues its objects as defined in its governing document
- To maintain proper financial control and ensure that Carr Gomm applies its resources exclusively in pursuance of its objects
- To set and maintain vision, mission and values
- To develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To ensure accountability to Regulators/Contractors/people who use services
- Ensure policies and procedures are in place that respect the roles of staff
- To support the operational management of the organisation
- To ensure implementation of internal policies, which must include equality and diversity, health and safety, grievance and disciplinary procedures
- To ensure that risk assessments of all aspects of the business are carried out
- To safeguard the good name and values of Carr Gomm
- To maintain effective board performance and ensure the effective and efficient administration of the charity
- To promote Carr Gomm
- To act in the best interests of Carr Gomm, and never in the interest of self or another organisation.

### **The Commitment of Trustees**

- In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience s/he has to help the board reach sound decisions. These may involve scrutinising board and working group papers, leading discussions, focussing on key issues, providing advice and guidance on new initiatives or other topics in which the Trustee has special expertise
- The Trustee must attend a minimum of 4 Board Meetings each year
- The Trustee is required to act reasonably and prudently in all matters relating to Carr Gomm and must always bear the interests of the charity in mind.

## TRUSTEE ROLE - SPECIFICATION

	ESSENTIAL	DESIRABLE
Able to attend 4 out of 6 Board meetings – remain informed	✓	
To be proficient in the use of computers, internet and word processing	✓	
To have the ability to read and understand complex reports and accounting data	✓	
To be able to analyse reports and information and form relevant questions to Senior Managers and external advisors	✓	
To represent the board on additional working groups		✓
To be able to represent the Board/Organisation at external meetings	✓	
To represent the board and participate actively in fundraising activities		✓
To take on specific roles in the board e.g. convenor, treasurer		✓
To feel confident in developing an independent viewpoint and sharing it	✓	
To be able to present a view point and its rationale – clearly and concisely	✓	
To accept the governance responsibilities as outlined in the Memorandum and Articles of Association, and charitable registration and regulation	✓	