

# **TRUSTEE JOB DESCRIPTION & CODE OF CONDUCT**

(V2.0)

Job Title: Charity Trustee of Hanham Community Centre

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The duties of a Charity Trustee are:

- (1) to ensure that the Charity complies with its governing document, charity law, and any other relevant legislation or regulations;
- (2) to ensure that the Charity pursues its charitable objects as defined in its governing document;
- (3) to ensure that the charity applies its resources exclusively in furtherance of its objects, i.e. the charity must not spend money on activities which are not included in its objects, no matter how worthwhile or charitable those activities are;
- (4) to contribute actively to the board of trustees' role of giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets;
- (5) to avoid conflicts of interests;
- (6) to safeguard the good name and values of the charity;
- (7) to ensure the effective and efficient administration of the charity;
- (8) to ensure the financial stability of the charity, and present regular statements;
- (9) to protect and manage the property of the charity and to ensure the proper investment of the charity's funds;
- (10) if the charity employs staff, to appoint and support the CEO and monitor his or her performance;
- (11) to hold regular meetings, ensure you act collectively and keep minutes;
- (12) to carry out your duties with reasonable care; in terms of insurance, financial controls, and employing staff;
- (13) to take professional advice where the trustees do not have a certain competence;
- (14) in addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience he or she may 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 to the area of the charity's work in which the trustee has special expertise.

## Person Specification:

In addition to the seven principles of public bodies: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership, each trustee must have:

- a commitment to the charity;
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- a willingness to devote the necessary time and effort to their duties as trustee;
- strategic vision;
- good, independent judgement;
- an ability to think creatively;
- the courage and willingness to speak their mind;
- an ability to work effectively as a member of a team.

### Change Record

Date	Version	Change
Nov 01	V0.1 Draft	Initial Document
Jan 02	V1.0	Approved Version
July 09	V1.1	Name Change
July 13	V2.0	Revised for CIO, remove Holding Trustees

## Declaration of Commitment and Qualification for Trusteeship

I (*name*) \_\_\_\_\_ am committed to achieving the objectives of the Hanham Community Centre, and agree to devote the necessary time and effort to my trusteeship.

I realise that as a Charity Trustee I will be one of the organisation's managing Trustees; I understand the duties and responsibilities involved, as explained to me and indicated in the Charity Commission Leaflet 'Responsibilities of Charity Trustees'.

I am not under 18 years of age and am not disqualified from acting as a trustee under section 72 of the Charities Act (1993). In the event I become disqualified I will take no further part on the affairs of the Charity.

I confirm I am eligible to hold the officer of a Trustees in accordance with the CIO Constitution.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print \_\_\_\_\_

### Trustees Information Record

Title:		Surname:		
	Forename(s):			
Date of Birth:	____ / ____ / ____ (day/month/year)			
Address:				
	Postcode:			
Tel (Home):			Charity Trustee	Yes / No
Tel (Work):			Holding Trustee	Yes / No
Tel (mobile):			Appointed:	
Email:				

All Information will be held electronically, items with a grey background will be provided to the Charity Commission.