

Role Description - Trustee

A Introduction

The Board of Trustees are collectively responsible for the overall governance and strategic direction of Penny Brohn UK, its financial health, probity of its activities, developing the organisation's aims, objectives and goals in accordance with the governing document, and conforming to all legal and regulatory guidelines. All Trustees should be aware of, and understand their individual and collective responsibilities. This role description should be read in conjunction with the **Trustee Code of Conduct statement**.

B Key responsibilities

1. To ensure that the charity has a clear vision, mission and strategic direction and is focused on achieving these
2. To act in the capacity of advisor to the charity bringing individual knowledge, experience and expertise whenever possible as and when required
3. To hold the leadership team to account for the performance of the charity
4. To ensure that the charity complies with all legal and regulatory requirements
5. To safeguard the charity's assets, taking all due care over their security, deployment and proper application
6. To ensure that the charity's governance is of the highest possible standard and conforms to current legislation

C Accountability

As the Board are responsible for the governance and functioning of the Charity, they are accountable to a variety of external stakeholders including most notably the Beneficiaries, Funders, the Charity Commission, and Companies House.

D Key Tasks

- 1 Ensure that the charity has a clear vision, mission and strategic direction and is focused on achieving these by:**
 - 1.1 Working with Chief Executive (CEO) and Senior Team to determine a clear vision, mission and strategic plan that are agreed by the Board, and on which there is a common understanding
 - 1.2 Ensuring all detailed plans support the vision, mission and strategic priorities
 - 1.3 Ensuring the CEO's annual objectives and targets support the achievement of the vision, mission & strategic priorities
 - 1.4 Ensuring the Board policies support the vision, mission and strategic priorities

- 1.5 Ensuring there are effective mechanisms to review regularly the strategic plans and priorities.
- 1.6 Engaging in active and constructive challenge of the Senior Team

2 Be responsible for the performance of the charity and for its 'corporate' behaviour

- 2.1 To agree the method for measuring objectively the progress of the charity and to receive and review regular reports on the performance of the charity
- 2.2 To ensure that the fundamental values and guiding principles of the charity are articulated and reflected throughout the charity
- 2.3 To ensure that views of beneficiaries on the performance of the charity are regularly gathered and considered by the Board
- 2.4 To act reasonably, prudently and collectively in all matters relating to the charity and always to act in the interests of the charity
- 2.5 To appoint the CEO, to set his/her terms and conditions and to ensure that the charity invest in the CEO's ongoing professional development
- 2.6 To receive regular reports from the CEO on progress towards agreed priorities
- 2.7 To hold the CEO to account for the management and administration of the charity
- 2.8 To ensure that the CEO receives regular, constructive feedback on his performance in managing the charity and in meeting his annual objectives
- 2.9 To ensure that the CEO reflects the attributes of a learning organisation and that all staff, review their own performance and regularly receive feedback
- 2.10 To agree Board policies

3. Ensuring that the charity complies with all legal and regulatory requirements;

- 3.1. To be aware of, and to ensure the charity complies with, all legal, regulatory and statutory requirements
- 3.2. To be familiar with the rules and constitution that govern the charity, to ensure that the charity complies with its governing documents and to review the governing documents regularly
- 3.3. To agree the levels of delegated authority, to ensure that these are clearly expressed, understood and recorded in writing by means of minutes, Terms of Reference for Board committees, job descriptions for honorary officers, and key staff including the CEO

4. To safeguard the charity's assets taking all due care over their security, deployment and proper application.

- 4.1. To ensure that the charity has appropriate control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets, and to ensure that monies are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the Board. At all times, ensure that the Charity is not open to abuse by potential unscrupulous suppliers, employees or volunteers
- 4.2. To ensure that the major risks to which the charity is exposed are reviewed annually and that systems have been established to mitigate or minimise these risks where possible
- 4.3. To ensure that the income and property of the charity is applied for the purposes set out in the governing document and for no other purpose
- 4.4. To act reasonably, prudently and collectively in all matters relating to the charity and always to act in the interests of the charity
- 4.5. To be accountable for the solvency and going concern of the charity
- 4.6. To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, including the charity's good name and reputation are properly valued, utilised and safeguarded

5. Ensuring that the charity's governance is of the highest possible standard.

- 5.1. To ensure that the charity has a governance structure that is appropriate to its size and its charitable objects, and that enables the Trustees to fulfil their responsibilities
- 5.2. To reflect annually on the Board's performance and the performance of Trustees individually

- 5.3. To ensure that the trustee Board has the skills required to govern the charity well, and has access to relevant external professional advice and expertise
- 5.4. To ensure that there is a systematic, open and fair procedure for the recruitment of Trustees
- 5.5. To ensure that there are succession plans for the Chair and the CEO
- 5.6. To participate in individual and collective development and training of Trustees
- 5.7. To abide by the code of conduct for Trustees
- 5.8. To ensure that major decisions and Board policies are made by the Trustees acting collectively and for which they take collective ownership

E Additional Information

1.1 Statutory Duties:

The following is a summary of the legal duties all Trustees must fulfil:

- Duty of trust
- Duty to comply with the charity's governing document
- Duty to act in the best interests of the charity, present and future beneficiaries
- Duty to avoid conflicts of interest
- Duty to safeguard assets
- Duty not to benefit from their position
- Duty of care
- Duty to act personally
- Duty to act collectively
- Duty to keep accounts

1.2 Trustee person specification:

Each Trustee must have:

- a willingness to devote the necessary time and effort to their duties as a trustee
- strategic vision
- good, independent judgement
- an ability to think creatively
- willingness to speak their mind
- an ability to work effectively as a member of a team
- willingness to act as an ambassador on behalf of the Charity by attending key events and occasions within the calendar year

1.3 Additional Responsibilities – for Committee Chairs only

- Liaising with CEO and/or relevant member of the Senior Team regarding agenda planning, and ensure that the agenda is appropriate and reflects the Terms of Reference for the Committee
- Maintain appropriate contact with and support for the relevant member of the Senior Team outside of formal meetings
- Review and approve minutes of Meeting prior to circulation
- Present a verbal report to the full Board, ensuring that all relevant facts are communicated
- To ensure the Terms of Reference of the Committee is reviewed annually
- To be familiar with the requirements of the task and function of a Chair

Date of last review:

June 2021 by Chair, R&A Committee