

# Trustee job description

## The duties of a Trustee at the Burton Street Foundation

- To act in the best interests of the organisation at all times.
- Ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives, ie the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are.
- 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.
- To safeguard the good name and values of the organisation.
- To represent the company at functions and meetings as appropriate.
- To declare any conflict of interest while carrying out the duties of a trustee.
- To be collectively responsible for the actions of the organisation and other trustees.
- To ensure the effective and efficient administration of the organisation.
- To abide by the equal opportunities policy.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- To make sure the organisation is properly insured against all reasonable liabilities.
- To appoint and support the employees and monitor their performance.
- 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 organisation's work in which the trustee has special expertise.
- To attend meetings, and to read papers in advance of meetings.
- To attend sub-committee meetings as appropriate.
- To ensure that they have fully considered the implications of decisions and actions that may affect the operations or financial budgets.
- To participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising.
- To keep informed about the activities of the organisation and wider issues which affect its work.

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## Each trustee must have:

- Integrity.
- A commitment to the organisation and its objectives.
- 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 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.

## To be effective, the board of Trustees needs to include members with skills and experience in the following areas:

- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations.
- Financial management.
- The type of work being done by the organisation.
- Legal matters.
- Fundraising.
- Recruitment and personnel management, including a knowledge of employment legislation.
- Public relations.
- Marketing.
- Computers and information technology.
- Campaigning.
- Education and learning.
- Company and charity management.

## The role of the honorary officers

The 'honorary officers' of Burton Street Foundation include a Chair, Vice-chair, Company Secretary / Secretary and Treasurer. The honorary officers are elected by the members of the board of trustees.

Unless the board has explicitly delegated decision-making powers to the honorary officers, they should act in an advisory capacity and take care to report their activities to the full board to prevent the other trustees feeling excluded by, the inner group.

The Memorandum and Articles of Association may give the honorary officers specific roles, functions and responsibilities.