

ROLE DESCRIPTION FOR A TRUSTEE

The duties of a trustee are as follows

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Person specification

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team

- A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Chair of Catalyst Board of Trustees

In addition to the general responsibilities of a trustee, duties of the Chair include the following.

- Providing leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of the organisation’s charitable purposes in order to provide greater public benefit
- Chairing and facilitating board meetings
- Giving direction to board policy-making
- Checking that decisions taken at meetings are implemented
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision-making

In conjunction with the Chief Executive:

- Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
- Setting agendas for board and other general meetings
- Developing the board of trustees including induction, training, appraisal and succession planning
- Addressing conflict within the board and within the organisation, and liaising with the Chief Executive to achieve this
- Liaising with the Chief Executive to keep an overview of the organisation’s affairs and to provide support as appropriate
- Leading the process of supporting and appraising the performance of the chief executive
- Sitting on appointment and disciplinary panels of senior members of staff

Person specification

In addition to the person specification for a trustee, the chair should have the following qualities.

- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences.

In most circumstances, it would also be desirable for the Chair to have knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and other networks.