

JOB DESCRIPTION FOR A TRUSTEE

Job Purpose

To further the organisation, keeping within its charitable objectives.

Main Tasks

- To take part in formulating and regularly reviewing the strategic aims of the organisation.
- With other trustees to ensure that the policy and practices of the organisation are in keeping with its aims.
- With other trustees to ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.

Main Duties

1. Formulating the strategic aims

- Consider the organisation as a whole and its beneficiaries, whether as a member of the trustees or any of its committees, sub-committees, groups etc.
- Reflect the organisation's vision and principles, strategy and major policies at all times.
- Contribute specific skills, interests and contacts and support the organisation in fundraising activities.

2. Ensuring policies and practices are in keeping with aims

- Follow the Code of Conduct at all times, particularly when exercising the functions of the trustees, or any of its committees, sub-committees, groups.
- Attend meetings of the trustees.
- Reflect the trustees' policies and concerns on all its committees, sub-committees, groups.

3. Ensuring best practice

- Be an active member of the trustee body in exercising its responsibilities and functions.
- Maintain good relations with senior managerial staff.
- Take part in training sessions provided for the benefit of the trustees.
- Fulfill such other duties and assignments as may be required from time to time by the trustee body.