

Role Description - Trustee



1. The legal duties of a Trustee

- To ensure that the organisation complies with the Memorandum and Articles of Association (its governing document), charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure that it uses its resources wholly and exclusively in pursuance of its objectives
- To contribute actively to the role of the Board in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation and the confidentiality of discussions
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the organisation and to ensure the proper investment of its funds in accordance with Charity law
- To appoint the Senior Management Officers and monitor their performance
- To discharge their legal duties and general responsibilities as trustees of a charitable organization.

2. General duties

- To use any specific skills, knowledge or experience they may have to help the Board of Directors to reach sound decisions. This may involve:
 - Scrutinising board papers
 - Leading discussions
 - Focusing on key issues
 - Providing guidance on new initiatives
 - Other issues in which the Trustee has special expertise

3. Personal Qualities

- Commitment to the organisation and to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- A readiness to develop an understanding of the particular nature of the organisation in order to develop a context for decision making
- Willingness to devote the necessary time and effort
- Strategic vision
- Impartial and objective judgment
- Ability to think creatively

- Willingness to speak your mind
- Ability to work effectively as a member of a team
- Capacity to attend a minimum of 6-8 Board meetings per year held in Martlesham from 5.30pm to approx 7.00pm
- Willingness to attend one of the Board Committees, being Governance, People and Risk or Finance, both of which also meet approximately 4 times a year.

4. General Information

Due to the nature of this role, successful applicants will be required to undergo an Enhanced Criminal Records Disclosure.

Section 72(1) of the Charities Act 1993 sets out those who are disqualified from becoming a Trustee of a charity. This includes those who have been convicted of any offence involving dishonesty or deception.

However, this section is covered by the Rehabilitation of Offenders Act 1974, and therefore if all of your convictions relating to dishonesty or deception are spent, you are able to undertake the role of Trustee without having to seek a waiver.

Section 72(1) is in addition to other elements of this section of the Act, which also disqualifies people on the basis of other things, including undischarged bankrupts and those who have been placed on the list of those unable to become a Trustee (which is currently maintained by the Charity Commission) on grounds of any misconduct or mismanagement in the administration of a charity.

You need to make sure that you are not disqualified for one of these other reasons. For further information, please go to www.charitycommission.gov.uk

Anglia Care Trust is committed to safeguarding and promoting the welfare of children young people and vulnerable adults and expects all staff and volunteers to share this commitment.