

**Role of Trustee**

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**Purpose of the role:**

To add value to the business of the charitable company (“the Charity”) by contributing experience, expertise and insight to the processes of determining its overall direction and scrutinizing its operations.

**Key Accountabilities:**

The Board of Trustees is ultimately accountable in law for all aspects of the Charity’s operations. It may delegate any or all executive functions but in its governance role will be expected to:

* Agree the Charity’s aims and objectives;
* Set clear strategic direction for the Charity;
* Determine plans for activities and associated financial plans;
* Establish and oversee appropriate controls and risk management frameworks.

Trustees share responsibility for all decisions. Each should act only in the interests of the Charity and not on behalf of any other interest group. Trustees must put the interests of the Charity before their own interests.

**Key Responsibilities**

Leadership and Direction

* Define the vision, mission and values of the Charity and ensure that these are realised and upheld;
* Define the strategic direction of the Charity;
* Ensure clear accountabilities within the Charity;
* Create a positive climate within the Board which fosters constructive challenge between the Board and Executive.

Strategy, Planning and Development

* Set key objectives and determine the outcomes required;
* Agree the business plan, budgets for both revenue and capital expenditure and a funding strategy that supports the achievement of the corporate strategy and business plan;
* Regularly review and monitor performance in relation to plans, budgets, controls and decisions;
* Ensure that assets are managed efficiently and effectively, and capacity is properly utilised, so as to maintain long term viability and sustainability of the Charity.

Risk Management and Internal Controls

* Set the risk appetite and oversee a framework for the identification, management and review of risks;
* Contribute to the review and evaluation of strategic risks in both the external and internal environments and receive regular reports on these and emerging risks;
* Establish and oversee a framework of delegation and systems of internal control;
* Ensure that a positive culture of managing opportunities, threats and uncertainties is embedded throughout the organisation.

Probity and Integrity

* Ensure compliance with all relevant regulatory requirements;
* Approve the audited Financial Statements for each financial year prior to publication;
* Obtain assurance that the affairs of the Charity are conducted lawfully and in accordance the chosen code of governance and the Charity’s own probity policies.

Ambassadorial Role

* Promote the Charity at key events and other meetings;
* Establish constructive, high quality relationships with key current and potential partners and stakeholders, both internal and external;
* Monitor, safeguard and enhance the reputation of the Charity.

**Lines of Accountability**

Individual Board Members are accountable to the Board Chair and are expected to contribute to the achievement of success by the Charity in pursuit of its objects and plans as set out in current business plans.