



Trustee Role Description

Legal Requirements

1. A trustee must be 18 years or over.
2. A trustee cannot be an undischarged bankrupt, or someone who has been disqualified by the courts.

Person Specification

A trustee must have:

- a) proven integrity.
- b) a commitment to the charity, and its objectives.
- c) an understanding of the legal duties, responsibilities and liabilities of a trusteeship.
- d) the willingness to devote the necessary time and effort to their duties.
- e) strategic vision: be able to see the big picture and the steps needed.
- f) good independent judgement.
- g) ability to speak their mind, whilst being part of a team.
- h) an ability to understand financial statements.

Specific Skills

The board as a whole will have a combination of the following skills/ knowledge, in:

- a) target setting, monitoring and evaluating performance.
- b) financial management.
- c) the charity's work, its purpose, and the public benefit.
- d) legal matters, including risk, and health and safety.
- e) the voluntary sector, and volunteering management.
- f) human resource management issues, including employment law.
- g) public relations.
- h) marketing, fundraising & campaigning.
- i) IT.

Induction

There is a process for the induction of Trustees, and an information pack will be provided.

Training and development

Trustees:

- are expected to attend an Induction day;
- are expected to attend Trustee training provided;
- have an annual appraisal with the Chair.

Advice

The Trustees have access to specialist professional advice in a number of areas.



Confidentiality

Maintaining confidentiality of information relating to Release Counselling and Therapy for Women CIO, the beneficiaries we work with, and their families is essential. Trustees must not, at any time, disclose any confidential information to any unauthorised person. Furthermore, staff will only disclose confidential information to Trustees for authorised purposes.

Term

Board members are appointed for an initial 4 year period which can only be extended for another 4 year period on agreement of the Board of Trustees.

As a representative of Release Counselling and Therapy for Women CIO you are expected to:

- adhere to the code of conduct, maintaining a high standard of personal conduct and presentation.
- always act in a professional manner, respecting the needs of colleagues and co-operating to maintain a harmonious working environment.
- carry out any reasonable duties as required by the Board.

Trustees' Responsibilities and Duties

1. The Charity Regulator duties (*there may be some overlap*):
 - a) Must not delegate control of the charity to others.
 - b) Act strictly in accordance with the governing document.
 - c) Act only in the charity's interests, without regard to their own interests, and address any conflicts.
 - d) Manage prudently and take a long term as well as a short-term view.
 - e) Not to derive any personal benefit from the charity (without explicit authority).
 - f) Take proper professional advice on matters outside their competence.
2. To ensure the charity complies with its governing document, current law, and other regulations (including Risk, etc.).
3. To carry out duties placed on Trustees by the Health and Safety at Work Act 1974, and to comply with Health and Safety Policy.
4. To ensure that its resources are applied exclusively in pursuance of its objects. The charity must not use its funds for non-charitable expenditure, or on charitable activities not covered under its objects.
5. To contribute actively to the Board of Trustees in helping to provide strategic direction.
6. To safeguard the good name and reputation of the charity.
7. To be collectively responsible for decisions and actions of the charity.



8. To ensure effective and efficient administration and ensure its financial stability.
9. To ensure the Safeguarding Policy is adhered to.
10. To protect and manage the assets and income.
11. To ensure that appropriate insurances are held.
12. To appoint and support employees and monitor their performance.
13. To abide by the Equalities Policy.
14. To keep informed about the activities of the charity, and any wider issues that may affect it.
15. Must use reasonable care and skill, making use of your skills and experience and taking advice when necessary
16. To address any conflicts of interests.
17. The Board has a primary responsibility for safeguarding and each trustee has a leadership role in actively championing safeguarding good practise

Date of last review: 1/03/2021