

## Trustee/Director Chair Role Description

As a member of the board of trustees you will be expected to perform a number of tasks, these fall into two main groups: Tasks to fulfil legal duties & managerial tasks.

### *Tasks to fulfil legal duties*

- ✓ To ensure that the \_\_\_\_\_ Project pursues its objectives as set out in the governing document.
- ✓ To have read & understand the constitution.
- ✓ To act at all times in the interests of the beneficiaries.
- ✓ To understand the legal responsibilities of the board of trustees.
- ✓ To make sure that the \_\_\_\_\_ acts within law: as an employer, in respect of equal opportunities, meeting health & safety requirements, as a charity and so on.
- ✓ To ensure that all money & assets are prudently managed & used in pursuit of the objects of the organisation.
- ✓ To make sure that money is spent for the purposes for which it was given.
- ✓ To ensure that the \_\_\_\_\_ accounts for its activities to its funders, the Charity Commissioners, its members, the local community & others as required.
- ✓ To work jointly with the other trustees.
- ✓ To ensure that the \_\_\_\_\_ manages its affairs reasonably & properly.
- ✓ To work in the interests of the \_\_\_\_\_, and not for personal gain.
- ✓ To ensure that the board of trustees takes proper professional advice on matters in which it does not have competence.

### *Tasks to fulfil managerial tasks*

#### **Vision & direction**

- ✓ To understand & be committed to the mission of the \_\_\_\_\_.
- ✓ To ensure that the \_\_\_\_\_ pursues its mission.

#### **Financial duties**

- ✓ To read & understand the financial information about the \_\_\_\_\_ & to ensure the finances are sound & properly managed.
- ✓ To ensure that resources are used efficiently & economically.

#### **As an employer**

- ✓ To ensure that the \_\_\_\_\_ is a good employer of its paid & voluntary staff.
- ✓ Where paid staff are employed, to appoint the senior worker, & usually to be involved with the appointment of other staff.
- ✓ To supervise & support the senior worker & ensure other staff & volunteers are properly supervised.

### **Evaluation**

- ✓ To monitor & evaluate the work of the \_\_\_\_\_ on a regular basis. This includes receiving reports from staff, staff supervision, receiving feedback from clients, users & consumers & so on.

### **Insurance**

- ✓ To make sure that the \_\_\_\_\_ is properly insured against all reasonable liabilities.

### **Assets**

- ✓ To make sure that any promises and equipment are properly looked after.
- ✓ To ensure that investments & cash balances are managed properly.

### **To be effective**

- ✓ To work with the other members of the board to form an effective governing body for the \_\_\_\_\_.
- ✓ To attend meetings & to read papers in advance of meetings.
- ✓ To attend sub-committee meetings as appropriate.
- ✓ To participate in other tasks as arise from time to time, such as: interviewing new staff, helping with appeals & fundraising.
- ✓ To keep informed about the activities of the \_\_\_\_\_ & wider issues, which affect its work.
- ✓ To ensure that the \_\_\_\_\_ is effectively managed and gets its work done.

### **Additional Role Description Chair of Trustees**

In addition to the general responsibilities for all trustees as set out above the chair also has some specific responsibilities.

- ✓ Planning the annual cycle of trustee meetings
- ✓ Preparing agendas for trustee meetings, usually with the advice of the senior worker.
- ✓ Chairing & Facilitating trustee meetings.
- ✓ Giving direction to the trustee's policy making.
- ✓ Monitoring that decisions taken at meetings are implemented.
- ✓ Representing the \_\_\_\_\_ at functions, meetings & acting as a spokesperson as appropriate.

- ✓ To ensure that another trustee, usually the vice-chair is able to act for the chair when he/she is not available.
- ✓ Liaise with the senior worker to keep an overview of the \_\_\_\_\_ Project affairs & to provide support as appropriate.
- ✓ Leading the process of appraising the performance of the senior worker.
- ✓ Sitting on appointment & disciplinary panels.
- ✓ Liaising with the senior worker to develop the board of trustees.
- ✓ Bringing impartiality & objectivity to decision making.
- ✓ Facilitating change and addressing conflict within the board of trustees & within the \_\_\_\_\_, liaising with the senior worker to achieve this.

### **Vice Chair**

The Vice-chair stands in for the chair and helps with decisions between meetings. Sometimes the chair deals with the organisational and policy side of chairing, the vice-chair with the meetings side.

The Chair should ensure the vice-chair knows enough about current issues within the \_\_\_\_\_ to be able to stand in at short notice.