

TRUSTEE JOB DESCRIPTION & CODE OF CONDUCT

Job Title: Charity Trustee of Hanham Folk Centre

The duties of a Charity Trustee (also known as an Administrative or Management Trustee) are:

- (1) to ensure that the Charity complies with its governing document, charity law, and any other relevant legislation or regulations;
- (2) to ensure that the Charity pursues its charitable objects as defined in its governing document;
- (3) to ensure that the charity applies its resources exclusively in furtherance of its objects, i.e. the charity must not spend money on activities which are not included in its objects, no matter how worthwhile or charitable those activities are;
- (4) to contribute actively to the board of trustees' role of giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets;
- (5) to avoid conflicts of interests;
- (6) to safeguard the good name and values of the charity;
- (7) to ensure the effective and efficient administration of the charity;
- (8) to ensure the financial stability of the charity, and present regular statements;
- (9) to protect and manage the property of the charity and to ensure the proper investment of the charity's funds;
- (10) if the charity employs staff, to appoint and support the CEO and monitor his or her performance;
- (11) to hold regular meetings, ensure you act collectively and keep minutes;
- (12) to carry out your duties with reasonable care; in terms of insurance, financial controls, and employing staff;
- (13) to take professional advice where the trustees do not have a certain competence;
- (14) in addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience he or she may have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues to the area of the charity's work in which the trustee has special expertise.

Person Specification:

In addition to the seven principles of public bodies: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership, each trustee must have:

- a commitment to the charity;
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- a willingness to devote the necessary time and effort to their duties as trustee;
- strategic vision;
- good, independent judgement;
- an ability to think creatively;
- the courage and willingness to speak their mind;
- an ability to work effectively as a member of a team.

Holding Trustees Job Description

Whilst adhering to the Job Description for the Charity Trustees. The role of the Holding Trustees is to hold the title deeds to any Land owned by the Charity on behalf of the managing trustees. In addition the Holding Trustees are to:

- not to influence the business of the managing trustees;
- concur in and perform all lawful acts necessary to enable the managing trustees to administer the charity efficiently. This would include sales from, and purchases to add to, the trust property, but may also include other matters. (In practical terms, however, it is the managing trustees who should execute a transfer document in the name and on behalf of the custodian trustee in whom the legal title to the property is vested (Trusts of Land and Appointment of Trustees Act 1996, Sch 1, para 4(3) although this Act applies only to land)).
- assist the managing trustees; but not have any management responsibilities themselves, no matter how convinced individual members of the corporate body may be that it does.
- only act if the matter in which it is requested to concur is not a breach of trust, and does not involve incurring personal liability. If the managing trustees do commit a breach of trust, the holding trustee(s) are not liable for any act or default on the part of the managing trustees or any of them, unless it has concurred with the breach of trust. (This inevitably means that the holding trustee will have to exercise judgement in some investment and other cases as to whether an act involves a breach of trust or not).

Declaration of Commitment and Qualification for Trusteeship

I (*name*) _____ am committed to achieving the objectives of the Hanham Folk Centre, and agree to devote the necessary time and effort to my trusteeship.

I realise that as a Charity Trustee I will be one of the organisation's managing Trustees; I understand the duties and responsibilities involved, as explained to me and indicated in the Charity Commission Leaflet 'Responsibilities of Charity Trustees'.

AND/OR (*Delete as necessary*)

I realise that as a Holding Trustee I (with the other Holding Trustees) am responsible to the Charity Trustees for holding the title to any land owned by the Charity, while the Charity Trustees retain the management of the trust property and the exercise of any powers under the trust. I have a duty to concur in and perform all lawful acts necessary to enable the managing trustees to administer the charity efficiently.

I am not under 18 years of age and am not disqualified from acting as a trustee under section 72 of the Charities Act (1993). In the event I become disqualified I will take no further part on the affairs of the Charity.

I have been a member of Hanham Folk Centre for at least 24 months (on the date of the AGM) and live within 15 miles of the centre.

Signed _____ Date _____

Print _____

Trustees Information Record

Title:		Surname:		
		Forename(s):		
Date of Birth:	____ / ____ / ____ (day/month/year)			
Address:				
	Postcode:			
Tel (Home):		Charity Trustee	Yes / No	
Tel (Work):		Holding Trustee	Yes / No	
Tel (mobile):		Appointed:		
Email:				

All Information will be held electronically, items with a grey background will be provided to the Charity Commission.