

Trustee Job Description

South Staffordshire Network for Mental Health

DUTIES & RESPONSIBILITIES

- To ensure that the organisation complies with its governing document (memorandum and articles of association), 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 the organisation applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on its activities which are not included in its own objects, no matter how worthwhile or charitable activities are.
- To contribute actively to the board of trustee's role 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 of the organisation.
- 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 charity and to ensure the proper investment of the charity's funds.
- To appoint the Coordinator and monitor his/her performance.
- In addition the statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues and providing advice and guidance on new initiatives or on other issues in which the trustee has special expertise.

PERSON SPECIFICATION

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team.