

Job Description for a Member of the Board of Trustees

A member of the board of trustees will be expected to perform a number of tasks. These fall into two main groups: Tasks to fulfil legal duties and managerial tasks.

Tasks to fulfil legal duties

1. Ensure that the organisation pursues its objects as set out in the governing document.
2. To have read and understood the constitution.
3. Act at all times in the interests of the beneficiaries.
4. Understand the legal responsibilities of the board of trustees.
5. Make sure that the organisation acts within the law: as an employer, in respect of equal opportunities, safeguarding and child protection, meeting health and safety requirements, and as a charity.
6. Ensure that all money and assets are prudently managed and used in pursuit of the objects of the organisation.
7. Make sure that money is spent for the purposes for which it was given.
8. Ensure that the organisation accounts for its activities to its funders, the Charity Commissioners, its members, the local community and others as required.
9. Work jointly with the other trustees.
10. Ensure that the organisation manages its affairs reasonably and properly.
11. Work in the interests of the organisation, and not for personal gain.
12. Ensure that the board of trustees takes proper professional advice on matters in which it does not have competence.

Managerial tasks

Vision and direction

1. Understand and be committed to the mission of the organisation. Ensure that the organisation pursues its mission.

Financial duties

2. Read and understand the financial information about the organisation and ensure the finances are sound and properly managed.
3. Ensure that resources are used efficiently and economically.

As an employer

4. Ensure that the organisation is a good employer of its paid and voluntary staff.
5. Where paid staff are employed, appoint the senior worker, and as required to be involved with the appointment of other staff.
6. Supervise and support the senior worker and ensure other staff and volunteers are properly supervised.

Evaluation

7. Monitor and evaluate the work of the organisation on a regular basis. This includes receiving reports from staff, staff supervision, receiving feedback from participants and stakeholders.

Insurance

8. Make sure that the organisation is properly insured against all reasonable liabilities.

Assets

9. Make sure that processes are in place to ensure any premises and equipment are properly looked after.
10. Ensure that investments and cash balances are managed properly.

To be effective

11. Work with the other members of the board to form an effective governing body for the organisation.
12. Attend meetings and read papers in advance of meetings.
13. Attend sub-committee meetings as appropriate.
14. Participate in other tasks as arise from time to time, such as: interviewing senior staff, helping with appeals and fundraising.
15. Keep informed about the activities of the organisation and wider issues, which affect its work.
16. Ensure that the organisation is effectively managed and gets its work done.