

Trustee**Role Description:****The Role of Trustees**

Trustees are the legal custodians of the charity, the Company Directors and Members. As such Trustees are ultimately responsible for the charity and must exercise those responsibilities with due diligence in fulfilling the charity's objects and in the interests of the charity's beneficiaries. The role of Trustees, acting as a body, is to ensure that a charity has a clear direction and purpose and sense of urgency to get on with the work it was established to do. Trustees must act in the best interests of the charity and its beneficiaries. The Trustee role description is a guide that may be refined through practice, discussion and emergent needs.

Overall Objective

To demonstrate a strong commitment to Involve Kent's values and to be responsible collectively with other Trustees and working closely with the Chief Executive for establishing the strategic aims and objectives of Involve Kent, in the fulfilment of the charity's objectives; for the wellbeing and development of the organisation; and for its good governance, in compliance with current legislation under the Companies and Charities Acts.

Director/Trustee/Member of Involve Kent

- To ensure that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations. This includes developing and reviewing policies and procedures on a regular basis
- 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 activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the Board of Directors/Trustees/Members role in giving firm strategic direction to the organisation, steering overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard 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 to ensure the proper investment of the charity's funds
- Where required to appoint the Chief Executive Officer and monitor her/his performance
- In addition to the above statutory duties, each Director/Trustee should use any specific skills, knowledge or experience they have to help the Board of Directors/Trustees/Members 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 Director/Trustee has special expertise

In addition to any specific knowledge and experience, Trustees should possess these qualities:

- A demonstrable interest in and commitment to serving the community
- A willingness to devote the necessary time and effort, to attend Board and subgroup meetings regularly and other meetings as appropriate, to read the paperwork and to be available for discussion by email/phone/video conference
- Operate with integrity, showing good, independent judgement
- An ability to bring strategic vision to discussion
- An ability to think creatively, with empathy to the work, charity's beneficiaries and staff
- A willingness to speak their minds constructively and in the best interests of the charity
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- An ability to work effectively as a member of a team

You can find out more about Involve here: <http://www.involvekent.org.uk> and more about the role of charity Trustees here: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>