



## **Trustee - Job description**

1. Provide leadership & strategic direction of charity
2. Ultimately responsibility for
  - Management and control of charity although operational matters are delegated to CEO
  - Expending funds considered most beneficial for the achievements of the charity's objects as set out in the 'Memorandum and Articles of Association'
  - Entering into contracts on behalf of the charity
  - Health & Safety ensuring that appropriate resources are made available and that the Old Mill Foundation is insured against all reasonable liabilities e.g. employer's liability and public liability insurances
  - Safeguarding, especially if any of the charity's clients are considered to be vulnerable adults
3. Recruiting and performance managing the CEO, against agreed criteria e.g. budgeting, funding, legal compliance
4. Providing support and advice to CEO especially in relation to legal compliance, finances and funding
5. With CEO, conduct an annual and on-going review of the charity's budget and spending
6. Ensuring that the Governing document is complied with including
  - Annual Returns (uploaded onto Charity Commission website with deadline 10 months from end of financial year)
  - Significant events and serious events reported to Charity Commission
  - AGM (minimum every 15 months and communicated at least 3 weeks beforehand)
7. Approve Policies, Procedures, Contracts of Employment and salaries along with other staffing costs

8. Regular attendance and contribution to Trustee meetings, including sub-committee meetings as appropriate e.g. finances, HR, funding. Also need to offer apologies if unable to attend especially in light of quorate requirements.

9. Act as an ambassador to the charity and safeguarding its reputation and values

10. Declare any conflicts of interest that may arise