
Trustee Job Description

The responsibilities of a trustee in the Connections Bus Project are as set out by the Charity Commission as follows:

“Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. The principles and main duties are the same in all cases.

Trustees have, and must accept, ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and meeting the needs for which it has been set up” (CC3 The Essential Trustee: what you need to know. Revised 2010)

This guidance sets out the responsibilities as follows:

Trustees and their responsibilities

- (1) Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and
 - Ensure the charity is carrying out its purposes for the public benefit
 - Comply with the charity’s governing document and the law
 - Act in the charity’s best interests
 - Ensure the charity is accountable
 - Manage the charity’s resource responsibly
 - Act with reasonable care and skill

Compliance - Trustees must:

(2) Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.

(3) Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.

(4) Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.

(5) Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

Duty of prudence - Trustees must:

(6) Ensure that the charity is and will remain solvent.

(7) Use charitable funds and assets reasonably, and only in furtherance of the charity's objects.

(8) Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.

(9) Take special care when investing the funds of the charity, or borrowing funds for the charity to use.

Duty of care - Trustees must:

(10) Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.

(11) Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

Trustees of the Connections Bus Project also:

(12) appoint Trustees and the Project Manager, and monitor his or her performance.

(13) have responsibility for all staff members of the charity including the appointment of Honorary Officers and co-opted members.

(14) use any specific knowledge or experience they have to help the Management Committee reach sound decisions. They will contribute actively to the Management Committee in setting the strategic aims, objectives and direction of the charity including the development of overall policy, defining goals, setting targets and evaluating performance against targets. This will involve:

- Scrutinising Management Committee papers.
- Participation in Management Committee meetings (about four a year), and others as may be necessary.
- Focusing on key issues (finance, fundraising, human resources, bus etc).
- Providing advice and guidance requested by the Management Committee on new initiatives, or other issues relevant to the area of the charity's work in which the member has specific expertise.

Person Specification

Each trustee should have the following qualities:

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Integrity
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- Good team working and communication skills
- An understanding and acceptance of the legal duties, responsibilities and liabilities involved in charity work
- An ability to work effectively as a team member

Each trustee should be prepared to have a standard DBS check. They must also be over the age of 18, and not be disqualified by law from acting as a charity trustee or nominee.