

## Role Description – Trustee

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<b>Responsible for</b>	Governance and Strategic Leadership
<b>Remuneration</b>	Expenses may be claimed
<b>Time commitment</b>	Estimated minimum 5h/month
<b>Main Purpose</b>	Ensuring that Communicare in Southampton is carrying out its purposes for the public benefit

### **Principle Accountabilities:**

Acting as a member of the Board of Trustees to deliver together the following areas of activity

#### **Ensure the charity is carrying out its purposes for the public benefit**

- Understand the charity's purposes as set out in the Articles of Association
- Plan what the charity will do, and what you want it to achieve
- Be able to explain how all of the charity's activities are intended to further or support its purposes
- Understand how the charity benefits the public by carrying out its purposes
- Proactively contribute to developing the charity's agreed culture

#### **Comply with the Articles of Association and the law**

- Make sure that the charity complies with the Memorandum and Articles of Association
- Comply with charity law requirements and other laws that apply to Communicare in Southampton
- Take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.
- Keep the charity's details up to date with the Charity Commission and Companies House
- Ensure the right financial and other information is sent to the Charity Commission and Companies House as required.

#### **Act in Communicare in Southampton's best interests**

- Do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- With your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- Avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- Not receive any benefit from the charity unless it's properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

#### **Manage the charity's resources responsibly**

- Make sure the charity's assets are only used to support or carry out its purposes
- Only take appropriate risks with the charity's assets or reputation
- Not over-commit the charity
- Take special care when investing or borrowing
- Comply with any restrictions on spending funds
- Ensure appropriate policies, procedures and safeguards are in place and take reasonable steps to ensure that these are followed.

#### **Act with reasonable care and skill**

- Use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- Give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

**Ensure your charity is accountable**

- Demonstrate that your charity is complying with the law, well run and effective
- Ensure appropriate accountability to members,
- Ensure accountability within the charity, particularly when delegating responsibility for particular tasks or decisions to staff or volunteers