

## **TRUSTEE: Monlife JOB DESCRIPTION**

**The role of a trustee is to work with the other trustees to govern the affairs of the Charity. In practice, this means that an individual trustee is to:-**

- 1 read and understand the Charity's governing document;
- 2 ensure that the Charity pursues its objects as set out in its governing document;
- 3 understand and be committed to the mission of the Charity and ensure that it pursues its mission;
- 4 act at all times in the interests of the Charity's beneficiaries and not for personal gain;
- 5 attend meetings and read papers in advance of meetings;
- 6 attend sub-committee meetings as appropriate;
- 7 work jointly with the other trustees;
- 8 understand the legal responsibilities of the board of trustees;
- 9 ensure that the board of trustees takes proper professional advice on matters in which it does not have competence;
- 10 read and understand the financial information about the Charity and be satisfied that the finances are sound and properly managed;
- 11 ensure that all money and assets are prudently managed and used in pursuit of the objects of the Charity;
- 12 make sure that money is spent for the purposes for which it was given to the Charity;
- 13 ensure that resources are used efficiently and economically;
- 14 make sure that any premises and equipment are properly looked after;
- 15 ensure that investments and cash balances are managed properly;
- 16 make sure that the Charity acts within the law, for example, as an employer, in respect of equal opportunities, meeting health and safety requirements and so on;
- 17 ensure that the Charity manages its affairs reasonably and properly;
- 18 monitor and evaluate the work of the Charity on a regular basis, including the receipt of reports from staff, staff supervision, receiving feedback from clients, users and consumers and so on;
- 19 keep informed about the activities of the Charity and wider issues which affect its work;
- 20 ensure that the Charity accounts for its activities to its funders, the Charity Commission, its members, the local community and others as required;
- 21 be satisfied that the Charity is properly insured against all reasonable liabilities;

- 22 ensure, as far as possible, that the Charity is a good employer of its paid and voluntary staff;
- 23 where paid staff are employed, to appoint senior employees and usually be involved with the appointment of other staff; and
- 24 supervise and support senior employees and ensure other staff and volunteers are properly supervised.

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