

TRUSTEE ROLE DESCRIPTION

Trustee Duties

The duties of a Trustee are:

1. to ensure that The Well complies with its governing document, charity law, company law and any other relevant legislation or regulations;
2. to ensure that The Well pursues its objectives as defined in its governing document;
3. to maintain proper financial control and ensure financial stability of The Well, ensuring that it applies its resources exclusively in pursuance of its objectives, i.e. The Well must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are;
4. to contribute actively to the Board of Trustees' role in giving firm strategic direction to The Well - setting vision, mission and values, defining goals, setting targets and evaluating performance against agreed targets;
5. to agree, review and monitor policies that provide a framework for
6. to ensure that risk assessments are carried out on a regular basis, as appropriate to the nature of the activities and location;
7. to safeguard the good name and values of The Well to represent The Well at functions and meetings as appropriate;
8. to declare any conflict of interest while carrying out the duties of a trustee;
9. to be collectively responsible for the actions of The Well and other trustees;
10. to ensure the effective and efficient administration of The Well;
11. to review employment procedures and respect the roles of staff and volunteers and abide by appropriate legislation;
12. to appoint and support the employees and monitor their performance;
13. to protect and manage the property of The Well and to ensure the proper investment of The Well's funds;
14. to make sure The Well is properly insured against all reasonable liabilities;
15. to attend meetings, and to read papers in advance of meetings.

Other duties

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board and management reach sound decisions. This may involve:

16. scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of The Well's work in which the Trustee has special expertise;
17. participating in other tasks as arise from time to time, such as interviewing new staff, and helping with fundraising;
18. developing new and existing business and personal contacts to promote the work of The Well.

Trustee person specification

Each Trustee must have:

- a commitment to The Well and its objectives;
- a willingness to devote the necessary time and effort to their duties as a Trustee;
- strategic vision;
- good, independent judgement;
- an ability to think creatively;
- a willingness to speak their mind;
- an appreciation or understanding of the type of work being done by The Well;
- an understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship;
- an ability to work effectively as a member of a team;
- a commitment to Nolan's seven principles of public life: selfless accountability, openness, honesty and leadership.

[updated: 26. 02. 2018]