

# Trustee

## Role Description

### KEY RESPONSIBILITIES:

1. To ensure that Church Homeless Trust complies with its memorandum and articles of association, charity law, company law and any other relevant legislation or regulations
2. To ensure that the charity pursues its objects as defined in its governing document
3. To act as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application
4. To contribute actively to the Board in giving firm strategic direction to the charity, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of the charity
6. To ensure the effective and efficient administration of the charity.

Trustees can be of any faith or no faith, but must be supportive of the aims and ethos of the charity and its links with the Church

In addition to the above, each trustee should:

- Use any specific skills, knowledge or experience to help the board reach sound decisions. These may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.
- Assist with fundraising activities where appropriate
- Have available time and a commitment to attend board meetings four times a year, and any additional strategy, induction or training events deemed necessary
- Have an understanding and experience of the role and nature of voluntary organisations and the contribution of the 'third sector' to society
- Have an understanding of the nature of homelessness and appropriate responses
- Be willing from time to time to speak to local groups in order to nurture support for the charity.

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of Church Homeless Trust in mind.

Section 72(1) of the Charities Act 1993 disqualifies anyone who:

- has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- is an undischarged bankrupt
- has previously been removed from trusteeship of a charity by the court or the Charity Commissioners
- is under a disqualification order under the Company Directors Disqualification Act 1986 It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

## POTENTIAL LIABILITIES OF TRUSTEES

Upon appointment, each trustee should make themselves familiar with the Charity Commission's booklet CC3 "The Essential Trustee". If a full copy of CC3 is required it can either be downloaded or read from the Charity Commission website or ask staff for a copy.

The single most important thing for all trustees to bear in mind is that, once they take up their role, their overriding duty is to act in the best interest of the charity, if necessary to the exclusion of all other considerations. They are not there to represent any other interests (including the interest of any person or body who may have appointed them). Sometimes this duty can cause trustees to feel a little uncomfortable, but if they fail to act in the best interests of the charity and the charity suffers loss, then they may as trustees be personally liable for that loss.

The following is extracted from Church Homeless Trust's Memorandum:

Clause 7: The liability of the members is limited

Clause 8: Every member of the Trust undertakes to contribute to the assets of the Trust in the event of the same being wound up while he is a member or within one year after he ceases to be a member for payment of the debts and liabilities of the Trust contracted before he ceases to be a member and of the costs charges and expenses of winding-up and for the adjustment of the rights of the contributories among themselves such amount as may be required not exceeding one pound (£1)

## REIMBURSEMENT

The role is unpaid, but all costs incurred as a result of being a trustee director will be reimbursed.