



TRUSTEE ROLE DESCRIPTION

ROLE TITLE: Trustee

RESPONSIBLE TO: The Charity Commissioners and the public at large.

LOCATION OF HEAD OFFICE: Windmill Hills Centre, Chester Place, Gateshead, Tyne and Wear
NE8 1QB

MAIN PURPOSE OF ROLE:

The key purpose of the role of Trustee is to share jointly in taking responsibility for the future of the Comfrey Project, including:

- To act within the stated charitable objectives
- To determine strategic direction and policies
- To establish and oversee control and risk management framework
- To ensure that the Comfrey Project achieves its aims and objectives
- To ensure that the work of the Comfrey Project is compatible and consistent with its aims and purposes

KEY RESULT AREAS:

1. Safeguarding and promoting the values and mission of Comfrey Project – setting out the long-term direction of the organisation, upholding its values and the delivery of its aims.
2. Determining the strategy and structure of the organisation – working with senior staff to develop present and future strategic plans. This involves making decisions about how the organisation's values and mission are expressed in aims and activities, and in the structures and processes needed to implement them.
3. Ensuring the organisation operates in an effective, responsible and accountable manner – Trustees are required to work together to ensure that Comfrey Project:
 - Is well-managed
 - Complies with the law and observes sound governance
 - Is achieving its Strategic Plan and related objectives
 - Is achieving good practice
4. Contributing to the effective functioning of the Comfrey Project's Board of Trustees – helping the board to work as a team and to reach fair decisions in the best interests of the organisation.

KEY FUNCTIONS:

1. Attend trustee board meetings regularly;
2. To offer input to working groups, and other tasks as they arise;
3. Visit the project (three possible sites) and engage with participants at least twice a year;
4. Attend strategy and planning sessions as appropriate;
5. Define and ensure compliance with the values and strategic objectives of the Comfrey



- Project ensuring that Comfrey Project follows all legal requirements laid down by the Charities Act 1992, 1993 and 1996 (as amended) and The Companies Act
6. Approve the annual accounts each year prior to publication, approve each year's budget and business plan and exercise overall control over the Comfrey Project's financial affairs;
 7. Establish and oversee a framework of delegation and systems of internal control;
 8. Establish and oversee a framework for the identification and management of risk;
 9. Appoint the Director and approve his/her salary, benefits and terms of employment;
 10. Ensure effective development and implementation of sound policy and procedures within the Comfrey Project;
 11. Develop a working knowledge of the activities, products and services of the Comfrey Project;
 12. Promote and implement the Comfrey Project's Diversity and Equality Framework, and all other policies.

Term of Office:

Once formally elected as a Board member, it is expected that you will serve up to 3 years. Board members retire by rotation and are eligible for re- election/reappointment at the end of their three year term. This can be done three times (nine years) after which period of time a year must elapse before a trustee can stand for election/appointment again.

Essential Reading

The Essential Trustee – what you need to know and what you need to do:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

TRUSTEE PERSON SPECIFICATION

- Commitment to the organisation.
- Willingness to devote the necessary time and effort.
- An ability to review, absorb, analyse and interpret a broad range of information and data
- Think creatively and widely about the charity's mission, charitable purpose and future direction.
- An ability to review, interpret and question financial statements, budgets and reports to understand the charity's financial health.
- Good, independent judgement.
- A willingness to speak their mind with care.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- Appreciation of Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.