

Trustee role description



The statutory duties of a trustee

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation and regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the chief executive officer and monitor his/her performance.

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 of trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise
- To visit services on occasions.

Finance Lead

Additional responsibilities for Finance Lead

- To play a leading role on the Board in audit, accounting and investment matters
- To advise and support the Chief Executive and Head of Finance as required
- To monitor the financial performance of the charity and discuss the financial position with Trustees
- To advise the Trustees and Head of Finance on the maintenance and development of appropriate financial policies or strategies
- To liaise as appropriate with the Chief Executive and Head of Finance on all matters of budgetary and internal controls.

Skills and Experience of the Finance Lead

- A qualified accountant
- Recognised senior commercial and/or financial experience at a leadership level, primarily within a commercial arena
- Willing to devote sufficient time and attention to strategically supporting the Board and finance function.

Trustee person specification

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind with good humour
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a small team
- A commitment to Bethphage's Core Values:
 - Personal Growth
 - Respect
 - Honesty and
 - Active Involvement.
- Preferably a resident of the West Midlands or surrounding area.

For further details about becoming a trustee of Bethphage, please contact:

Derek Lum, chair on 07710 770833 or dlum@bethphage.co.uk or

Peter Loose, CEO on 01743 260894 or ploose@bethphage.co.uk