

## **First Step Trustee Job Profile**

### *Main Duties and Responsibilities:*

- To ensure that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure that the organisation applies its resources exclusively in pursuance of its objects (i.e. 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.
- If the charity employs staff, to appoint the chief executive officer and monitor his/her performance.
- 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, focussing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

### *Additional Requirements and Expectations:*

- To attend monthly trustee meetings
- To contribute to a specific aspect of First Step [e.g finance, fundraising, human resources] and to be part of a sub-committee for that area.
- To support fund raising and social events when possible
- Possibly to be part of an interview panel to recruit new staff if required
- To receive and respond to papers, to seek clarification and to challenge constructively.

For further guidance please refer to the helpful document: "Good Governance: A code for the Voluntary and Community sector"

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