



Trustee - Role Description

General Information

Full Board Members of Debenham Village Hall & Playing Field Trust, (hereinafter call 'the Organisation') are Directors of the Company Limited by Guarantee and Trustees of the Charity under charity law. 'Trustee' is used in this role description to describe the role.

The Organisation is a Company Limited by Guarantee and a registered charity. Full members of the Board are Directors of the company and trustees of the charity under charity law.

Trustee Duties:

- To ensure that the Organisation complies with its governing document (Memorandum and Articles of Association), charity law, company law and other relevant legislation or regulations
- To ensure that the Organisation pursues its charitable objects as defined in the governing document
- To ensure that the Organisation applies its resources exclusively in pursuance of its charitable objects, i.e. the Organisation must not spend money on activities not included in the governing document, no matter how worthwhile or charitable those activities are
- To contribute actively to the Board's role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the Organisation and to comply with the Code of Conduct for Trustees
- 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 Organisation and to ensure the proper investment of the charity's funds
- To appoint and support the General Manager and monitor his/her performance.

A Trustee is elected at the 1st Board Meeting following the Annual General Meeting and is expected to serve a term of 3 year(s) as detailed in the governing document. In common with all trustees, a Trustee is eligible for subsequent re-election.

Trustee Responsibilities:

- Each Trustee should seek appropriate advice from fellow trustees, employees or, with the agreement of the Chair, external advisers on any area of their responsibility.
- Each trustee should use any specific knowledge or experience they have to help the Board reach sound decisions. This will involve scrutinising committee 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 charity's work in which the trustee has special expertise
- Each trustee is expected to commit themselves to serving on at least one of the organisation's committees, task groups or other project teams and to take on an appropriate 'Portfolio' (area of interest or expertise), in addition to membership of the board
- Each trustee is expected to promote the organisation's values, objectives and initiatives at all appropriate opportunities
- Trustees are elected at the 1st Board Meeting following the Annual General Meeting for a term of three year(s) as detailed in the governing document. Trustees are eligible for subsequent re-election.

Trustee Person Specification:

Debenham

Sports & Leisure



All trustees will need to have certain qualities, such as integrity and commitment. However not every trustee will need to have the full range of experience needed by the Board as a whole. When considering new trustees to be co-opted, the Organisation will need to consider if there are any gaps in the skills/experience of existing trustees.

Each trustee should have:

- Integrity
- A commitment to the Organisation
- An understanding and acceptance of legal duties and responsibilities of trusteeship
- 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 as a member of a team.

The Board needs skills and experience in the following areas:

- Setting targets, monitoring and evaluating performance and programmes in non-profit making organisations
- Financial management
- Sports, Leisure and Community initiatives
- Legal matters
- Fund-raising
- Recruitment and personnel management, including a knowledge of employment legislation
- Public relations
- Marketing
- Computers and information technology
- Campaigning
- Education and learning.

A balanced Board should reflect the breadth of the organisation for which it works and from which it draws supporters. Our Equal Opportunities Policy, which ensures equal access to the services of the charity and equal opportunities in staff appointment procedures, should also be applied to the procedures for nominating trustees. All trustees need to become proactive in encouraging appropriately skilled and talented members of the Organisation to stand for election.

Date: 24th November, 2011