

Chopwell Regeneration CIO

ROLE DESCRIPTION FOR A TRUSTEE



The duties of a trustee are as follows:

- Ensuring that the organisation follows its stated objectives (purposes), as set out in its constitution, by developing and agreeing a long-term strategy.
- Ensuring that the organisation complies with its constitution, charity law and any other relevant legislation or regulations.
- Ensuring that the organisation applies its resources only in following its charitable objectives (ie the charity must not spend money on activities that are not included in its own objectives, however worthwhile or charitable those activities are for the benefit of the public).
- Ensuring that the organisation sets out its goals and evaluates performance against agreed targets.
- Safeguarding the good name and values of the organisation.
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensuring the financial stability of the organisation.
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the senior staff members.

In addition to the above statutory duties, each trustee should contribute any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading activity or discussions, providing advice and guidance on new initiatives, or other activities in which the trustee has special expertise. For anyone potentially joining as a trustee, the CRG officers (Chair, Secretary, Treasurer) would be keen to discuss particular areas of interest.

Personal requirements

- A commitment to the organisation and its vision.
- A willingness to devote the necessary time and effort - what is an expected time commitment will vary depending on how much time each trustee has available and is willing to commit. We can discuss this with anyone potentially interested in joining as a trustee.
- Actively look for positive opportunities for the board to consider in its ongoing and future work that meet the goals of the organisation (from funding and partnership opportunities to practical improvements in how we deliver our services).
- Good, independent judgement.
- A willingness to speak openly and respectfully with fellow trustees.

- A commitment to work positively and effectively as a member of the team, working together to ensure the trustee board is healthy and works collaboratively at all times.
- A collaborative, solutions-focused mindset when addressing perceived challenges, supporting the organisation to take positive, practical steps forward.
- A commitment to being an advocate and ambassador for the charity in communications with others, accurately and fairly representing CRG and its interests.
- Living or working in Chopwell, or a prior work/life relationship with Chopwell, is preferred.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.