

New Direction's Trustee Role Description

The duties of our trustees are to:

- ensure that New Direction complies with its governing document, organisation law, and any other relevant legislation or regulations.
- ensure that New Direction pursues its objectives as defined in its governing document
- ensure New Direction applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are
- contribute actively to the Board of Trustees' role in giving firm strategic direction to the CEO and management team, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- safeguard the good name and values of New Directions to represent the company at functions and meetings as appropriate
- declare any conflict of interest while carrying out the duties of a trustee
- be collectively responsible for the actions of the organisation and other trustees
- ensure the effective and efficient administration of New Directions
- abide by the Equal Opportunities Policy
- ensure the financial stability of New Directions
- protect and manage New Directions property and to ensure the proper investment of funds
- make sure New Directions is properly insured against all reasonable liabilities
- appoint and support the CEO and monitor her / his performance
- attend meetings, and to read papers in advance of meetings
- attend sub-committee meetings as appropriate
- participate in other tasks as arise from time to time, such as interviewing new senior staff / helping with fundraising
- keep informed about the activities of the organisation and wider issues which affect its work.

In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the Trustees reach sound decisions. This will involve scrutinising trustee papers, leading discussions, focusing on key issues, and providing advice and guidance requested by Trustees on new initiatives / other issues.

Trustee person specification

Each trustee must have:

- integrity
- a commitment to New Directions and its objectives
- an understanding and acceptance of the legal duties, responsibilities and liabilities 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 a willingness to speak their mind
- an ability to work effectively as a member of a team.