



ROLE DESCRIPTION

ROLE: Sara Lee Trust Trustee

ROLE SUMMARY:

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

KEY ROLE AND RESPONSIBILITIES

The statutory duties of a Trustee

1. To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations;
2. To ensure that the organisation pursues its objectives as defined in its governing document;
3. To ensure the organisation uses its resources exclusively in pursuance of its objectives
4. 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;
5. To safeguard the good name and values of the organisation;
6. To ensure the effective and efficient administration of the organisation;
7. To ensure the financial stability of the organisation;
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds;

Other duties

In addition to the above statutory duties, each Trustee should:

1. Carry out their Trustee responsibilities in accordance with the Board of Trustees Terms of Reference and other relevant requirements and guidelines.
2. Use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions and or further the interests of the Trust and its work. This may involve:
 - Scrutinising board papers;

- Leading discussions;
 - Focusing on key issues;
 - Providing guidance on new initiatives;
 - Developing new links and relationships – in particular those relating to fundraising activities;
 - Membership of relevant working parties/sub-committees;
 - Other issues relevant to the SLT’s work in which the Trustee has special expertise.
3. Attend the AGM and up to 6 Board of Trustee meetings per year (all Trustees are required to attend at least 4 meetings per year)
 4. Support the fund-raising of the Trust by attending fundraising events when able.
 5. Contribute to the development and enhancement of Board led fundraising initiatives
 6. Keep informed of the Trust’s activities and of wider issues that affect its work

Time Commitment

The time commitment for Trustees is estimated to be approximately one half day (4 hours) per month. This includes time provision for Board meetings.

Accountability

As the board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: service users, funders, the Charity Commission, and Companies House (for Sara Lee trading).

Expenses

This is an unpaid post but out of pocket expenses such as travel expenses can be reimbursed.

Post holder’s Name:.....

Post holder’s Signature:..... Date.....

Chair Name:

Chair Signature:
Date.....