

## **LWA Trustee-Director Role Descriptions**

### **Trustee-Director**

The duties of a trustee are as follows:

1. Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
2. Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
3. Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public.
4. Ensuring that the organisation defines its goals and evaluates performance against agreed targets.
5. Safeguarding the good name and values of the organisation.
6. Facilitating board meetings.
7. Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
8. Ensuring the financial stability of the organisation.
9. Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds.
10. Acting as a Board Lead on a specific topic or area of work.
11. Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.

12. Supporting the appraisal, recruitment and disciplinary processes as required.
13. Engage in the review and development of policies.

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, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

### **Person specification**

- A commitment to the organisation.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### **ADDITIONAL ROLE OPTIONS for Trustee-Directors**

The LWA Board has three Honorary roles:

- Chair
- Secretary
- Treasurer

These roles have their own role descriptions in addition to the general Trustee duties and person specification.

LWA also has several lead roles, appointed by the Board, that Trustees may choose to take on, including:

- i. Safeguarding Lead - first point of contact for all safeguarding issues within the organisation; support for the team in the CEO's/Designated Safeguarding Officer's absence.
- ii. Media Lead - Board level point of contact for media communications.
- iii. Policy Review Lead - support to the CEO in the routine review of policies before presentation to the whole Board for final review and sign-off.

***Ends***

***DH/CAJ 12.09.2020***