



# Hale Community Centre

## Trustee – Role Description

**PURPOSE:** To further the organisation, in keeping with its charitable objectives

### **MAIN RESPONSIBILITIES:**

- To maintain an awareness of the business of Hale Community Centre
- To take part in formulating and regularly reviewing the strategic aims of the organisation
- To monitor the financial position of the bureau and ensure that it operates within its means and objects, and that there are clear lines of accountability for day-to-day financial management
- To ensure that the policy and practices of the organisation are in keeping with its aims
- To ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice
- To support the development of Hale Community Centre through participation in agreed projects
- To set clear terms of reference for any sub-committees, standing groups, advisory panels etc
- To take part in regularly reviewing the Board's effectiveness

### **MAIN DUTIES:**

#### **Formulating Strategic Aims**

- Consider the organisation as a whole and its beneficiaries, whether as a member of the trustee body or any of its committees, sub-committees, groups etc
- Reflect the organisation's vision and principles, strategy, and major policies always
- Contribute specific skills, interests and contacts and support the organisation in fundraising activities

#### **Ensuring Policies and Practices are in Keeping with Aims**

- Always follow the Code of Conduct, particularly when exercising the functions of the trustees, or any of its committees, sub-committees, groups.
- Attend, prepare for and take a full part in meetings
- Reflect the trustees' policies and concerns on any of its committees, sub-committees, groups etc.

#### **Ensuring Best Practice**

- Ensure that principles of equality and diversity are applied, and that the organisation is fair and open to all sections of the community in all its activities
- Be an active member of the trustee body in exercising its responsibilities and functions
- Maintain good relations with staff
- Take part in training sessions provided for the benefit of the trustees
- Fulfil such other duties and assignments as may be required from time to time by the trustee body.