



Hamelin Trust

Supporting disabled people

TRUSTEE ROLE DESCRIPTION

Purpose of Role

- It is important to distinguish from the outset the governance matters that trustees must deal with personally from the day-to-day management and operational matters that should be delegated to the CEO.
- This distinction helps the trustee to remember their duty to guard Hamelin Trust's long-term interests and to deal with short-term crisis.
- Trustees are responsible for governance. Governance is about leadership and direction. It is about ensuring that Hamelin Trust has a clear, shared vision of its purpose and how it will achieve it. It is also about maintaining a sense of urgency about its work.
- Trustees must set clear aims, establish priorities, safeguard assets (foremost our human resources, property and money). They must use these effectively for their beneficiaries, those present and future.

Duties of a trustee

- Detailed below are some of the duties trustees of Hamelin Trust must undertake.
- In addition to these duties, each trustee should use any specific skills, knowledge and experience they have to help the board reach sound decisions.
- It is important to note that while the board may delegate decision making to the CEO, ultimate responsibility rests with them.

General Responsibilities

- Act with integrity, putting the interests of Hamelin Trust before personal interests
- Ensure all of Hamelin Trust's activities fall within its governing document and the broader statutory framework
- Ensure that it applies all its resources exclusively in pursuit of its objectives
- Safeguard Hamelin Trust's reputation
- Maintain an overview of Hamelin Trust's financial affairs
- Ensure the financial stability of Hamelin Trust

- Ensure that proper financial records and procedures are maintained
- Protect and manage the property of the charity
- Ensure Hamelin Trust's reserves are properly invested

Person specification

- Ideally you should:
- Be committed to the aims of Hamelin Trust
- Understand your legal duties as a trustee
- Ensure all decisions are made in the best interests of Hamelin Trust
- Be willing to carry out your duties
- Strategize so that Hamelin Trust can accomplish its vision
- Think proactively and creatively within the ambit of the law
- Speak your mind in the context of a group discussion
- Work effectively as a member of a team
- Work with a broad range of people
- Be committed to Nolan's seven principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Other desirable skills and experience include the following:

- Awareness of mental health issues
- Community development
- Statutory organizations
- Setting targets, monitoring and evaluating performance and programmes
- Legal matters especially relating to the charity/company law
- Recruitment and personnel management, including a knowledge of employment law
- Fundraising – Hamelin Trust is continuing to develop its fundraising strategy to diversify its funding base
- Public relations and/or marketing
- Computers and information technology
- Campaigning