

ROLE DESCRIPTION - SCDA TRUSTEE

The duties of a trustee are as follows.

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (i.e. SCDA's constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- 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
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.

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 - this is currently 3 full Board meetings per year, plus attendance at nominated Subcommittees of the Board in advance of full Board meetings. There is also an annual Strategy Day where the Board and the management of the organisation work together to establish and agree appropriate strategic direction and or update the 3 year strategic plan as needed.
- 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 notes:

Board meetings are usually held in Newhaven on Saturdays per the schedule, and meetings are planned and agreed in advance. The AGM is held in December after approval of the accounts, which is usually achieved at the November Board meeting. There are 3 current Subcommittees of the Board:

Finance

HR & Governance

Impact & Evaluation