

Key Parts of a Trustee Role

This document outlines the key responsibilities and requirements of Charity Trustees (sometimes called Directors or Committee Members).

Governance & Leadership	Provide leadership for the organisation to support its charitable objectives. Trustees have the responsibility for the direction the organisation takes, including that it is financially stable, well-run and delivering on the charitable aims.
Management & Administration	Have ongoing oversight of the management & administration of the work and activities.
Board Meetings	Regular attendance of Board meetings and keeping up to date with minutes of all meetings, contributing to discussions on key issues and providing guidance on new plans. Sharing your skills and expertise whenever relevant.
Strategy	Actively contributing to the Board's responsibility in deciding strategic direction of the organisation, setting and reviewing policy, defining goals and setting targets.
Financial Oversight	Ensuring the financial stability of the organisation and working with other Trustees to ensure continuity of the organisation by managing the fundings responsibly and appropriately in line with the charitable aims.
Corporate Responsibility	Act in a co-operative way with other Trustees and take collective responsibility for the agreed actions.
Be Diligent	Be responsible in relation to the protection of the assets of the organisation, whether that is any property, the finances or the people involved.

Common Personal Characteristics Groups Look for in a Trustee

- Willing and able to commit the time required to fulfil the role.
- Have integrity, strategic vision, and good judgement
- Have an eye for detail and a willingness to speak up
- Be a good team player,
- Able to communicate and work well with other Trustees
- Interest and/or enthusiasm for the work of the organisation
- Ideally, have experience of being a Trustee or Director before
- Diligent, honest and trustworthy
- Willing to share existing skills and knowledge
- Open to essential training/learning

For more information about the role of a Trustee, the Charity Commission has lots more detail.

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>