

Trustee Role Description

The role of a Trustee is to ensure that the CSA fulfils its duty to its beneficiaries through its charitable activities and delivers it's aims and objectives.

Statutory duties of a Trustee are:

- To ensure that the Charity complies with the requirements set out in its constitution and that it pursues its objective(s) contained in the constitution;
- To ensure that the Charity uses its resources in order to achieve its objective(s);
- To contribute towards the direction of the Charity where appropriate, assist with setting policies, defining objectives, setting appropriate and achievable targets and evaluating performance against them when appropriate;
- To ensure the effective and efficient administration of the CSA;
- To ensure the financial stability of the Charity.

Other duties include:

- Ensuring that the Charity has a clear vision and that the overall operation is focussed on achieving the vision and objectives;
- Being responsible for the performance of the Charity, ensuring that the Charity complies with all legal and regulatory requirements;
- Acting as overall guardians of the assets of the Charity;
- Attending as many of the committee meetings as possible, in particular, the AGM and any subsequent Extraordinary General Meetings held to confirm the structure of the Committee, and the direction and objectives of the Charity;
- Ensuring that the Charity's governance is maintained to a high standard.

Qualities and Skills Required

- An understanding of the legal duties, responsibilities and liabilities of Trusteeship;
- A commitment to the Charity's objective(s) and a willingness and ability to devote time to carry out the responsibilities of the role;
- Good judgement and the ability to think creatively;
- Good organisational skills with an eye for detail;
- Experience of committee work and procedures is ideal, but not essential;
- Good communication and interpersonal skills;
- Impartiality, fairness and the ability to respect confidences;

Time Commitment – the role of Trustee requires an estimated commitment of 2 - 3 hours per school term.

As a volunteer taking on the role of Trustee for the CSA Charity, you can expect:

- To be treated with courtesy and respect as a valued member of the Charity;
- That the Charity will take care of your health, safety and welfare whilst performing the duties of your role;
- That you will be involved in a capacity that matches your skills and interests and that also helps the Charity to achieve it's objective(s)
- That the Charity will always be mindful of your voluntary status and your right to decline involvement at any time;
- That the Charity will take good care of your personal details (such as your contact details) and not use them for anything other than managing and supporting your volunteering role in accordance with General Data Protection Regulations (GDPR) and the Data Protection Act 2018;
- That you are properly supported and supervised to enable you to carry out the duties of the role.

I have read the roles and responsibilities document and understand my responsibilities as a Trustee for the CSA.

Name: _____

Signature: _____

Date: _____