



SEIN TRUSTEE ROLE DESCRIPTION

Overall Purpose

The Board of Trustees is responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Main responsibilities:

- To ensure that SEIN complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that SEIN pursues its objects as defined in its governing document (eg, the promotion of any charitable purpose for the benefit of the community in the UK and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness).
- To maintain proper financial control and ensure that SEIN applies its resources exclusively in pursuance of its objects ie, the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are.
- To develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.

Specific Responsibilities

1. Governance

To attend Board meetings, and participate in decision making of the Board.

To be a member of Committees of the Board as agreed.

To regularly evaluate the appropriateness and effectiveness of the Board.

To ensure that the organisation's policies are in line with current legislation and good practice.

To approve and regularly review the organisation's budget.

To ensure that the organisation is financially structured for optimum strength.

To ensure that all published reports adequately reflect the nature of the organisation and its financial health.

To comply with the organisation's conflict of interest policy.

To appoint independent auditors and approve audited accounts.

2. Leadership

To develop and approve the organisation's vision and values.

To promote the reputation of the organisation.

To provide the strategic leadership necessary for all staff to deliver high quality services at all times.

To represent the organisation at public events.

3. Strategy

To regularly assess the environment and develop the organisation's Corporate Objectives.

To agree the annual Corporate Plan implementing the Corporate Objectives.

To review and agree any major changes to the organisation eg, mergers.

4. Performance Management

To monitor and assess the organisation's results in relation to the agreed corporate objectives, budget and business plan.

5. Risk management

To maintain a robust overview of the principal risks facing the charity.

To exercise scrutiny over the charity's risk management systems.

6. Executive performance monitoring and remuneration

To recruit and support staff.

To monitor performance and maintain an overview of staff performance.

To establish remuneration policy for staff.

In addition to the above duties, each Trustee should use any specific skills, knowledge or experience s/he has to help the Board reach sound decisions. These may involve scrutinising Board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise.

A Trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of SEIN in mind.