

'JOB DESCRIPTION' FOR THE TRUSTEES OF ENGLISH BRIDGE EDUCATION & DEVELOPMENT



Trustees are the people responsible under the governing document of **EBED**, for controlling the management and administration of **EBED**.

The role of a trustee is:-

- to ensure that **EBED** complies at all times with its governing document, charity law, CIO law and any other relevant legislation or regulations
- to ensure that **EBED** pursues its objects as defined in its governing document
- to maintain proper financial control and ensure that **EBED** applies its resources exclusively in pursuance of its objects i.e. 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 set and maintain vision, mission and values
- to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- to ensure accountability
- to set up employment procedures and respect the roles of staff/volunteers
- to support the operational management of the organisation
- to draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
- to ensure that risk assessments for all aspects of the business are carried out
- to safeguard the good name and values of **EBED**
- to maintain effective board performance and ensure the effective and efficient administration of the charity including funding and insurance
- to promote **EBED**
- to act in the best interests of the charity, never in the interests of themselves or another organisation

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience s/he has to help the board reach sound decisions. This may include leading projects, sitting on/chairing sub-committees, scrutinising board and committee 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 **EBED** in mind.

Section 72(1) of the Charities Act 1993 disqualifies anyone who:

- has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- is an undischarged bankrupt
- has previously been removed from trusteeship of a charity by the court or the Charity Commissioners
- is under a disqualification order under the Company Directors Disqualification Act 1986

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.