

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

Charity No: 1081381 – Company No: 4024662

Boscombe Link, 3-5 Palmerston Road, Bournemouth BH1 4HN.

Tel & Fax: 01202 466130 – email: contactus@bournemouthcvs.co.uk

JOB DESCRIPTION FOR CHARITY TRUSTEES

Overall Purpose

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

Main Responsibilities

- To ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisations' governing document, continually striving for best practice in governance.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way continually striving for best practice in governance. that adds to public confidence and trust in the charity.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.

Main Duties

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to organisational activities contained therein.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain its relevance to society.
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies.

- Interviewing, appointing and monitoring the work and activities of the senior paid staff.
- Ensuring the effective and efficient administration of the charity and its resources,
- Acting as a counter-signatory on charity cheques and any applications for funds, if
- To maintain absolute confidentiality about all sensitive/confidential information received
- in the course of trustee's responsibilities to the charity.

Accountable to

As the board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: service users, members, funders, the Charity Commission, and Companies House. Close attention must be given to the governing document to ascertain the type of organisational structure and the range of interested parties.