



Trustee job description

The role of trustees

Trustees take ultimate responsibility for the work that the organisation does and the way in which it uses its assets to achieve its aims. The trustees are legally responsible for ensuring that BPCG operates to the standards set by the Charity Commission and parliament. As BPCG is also a company limited by guarantee, the trustees as directors of the company are responsible for ensuring compliance with Companies House requirements. Trustees are not expected to be involved in the day-to-day running of BPCG.

Statutory requirements

- To ensure that BPCG complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that BPCG pursues its objects as defined in its governing document
- To ensure that BPCG uses its resources exclusively in pursuance of its objects and other general objects which are charitable by law. BPCG must not spend money on activities which are not included in this object, no matter how worthwhile or charitable those activities are.
- To contribute actively to the board of trustees' role in giving strategic direction to the organisation, setting overall policy, defining goals and setting targets and budgets and evaluating performance against agreed targets
- To safeguard the good name and values of BPCG.
- To ensure the effective and efficient administration of BPCG
- To ensure the financial stability of BPCG.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the Manager and monitor his/her performance

Other requirements

- Trustees are expected to use any specific skills, knowledge or experience that they have to help the board of trustees reach sound decisions.
- Trustees may be asked to act as a member of a board sub-committee or advisory group.
- To occasionally attend BPCG events

Commitment

The full board will meet every 8 weeks. Any board papers will be sent out one week before the board meetings and trustees are expected to have read and understood the papers prior to the meeting.

Person specification - general

The trustees of BPCG will be able to demonstrate

- Commitment to the organisation
- Willingness to devote the necessary time and effort and to impart the benefit of their particular skills and experience
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team

There are additional person specifications for the Chair & Treasurer.

Trustee liability

BPCG is becoming a company limited by guarantee and as such the liability of an individual is limited to £5 in the event of the company being wound up.

Whilst a trustee might still be held liable under charity law, the Charity Commission states that “Trustees who are familiar with the contents of their charity's governing document, and who have acquired a reasonable knowledge of the law as it applies to their charity, are very unlikely to commit a breach of trust. Trustees can reduce the likelihood even further by taking and following professional advice or consulting us on any point on which they are unsure. In the last resort, the Court is able to excuse a trustee from liability if it is satisfied that he or she acted honestly and reasonably and ought fairly to be excused” They further state “it is in fact extremely rare for a trustee to be made personally liable. Generally the law protects trustees who have acted reasonably from the consequences of honest mistakes, and trustees can take their own measures to reduce the risk still further”. BPCG therefore does not carry trustee liability insurance.