

# **Tools for Self Reliance**

## **Trustee task description**

### **Purpose**

To actively contribute to the Board of Trustees' role in giving firm strategic direction to the organisation, agreeing overall policy, defining goals, setting priorities and evaluating performance.

### **Duties and responsibilities:**

1. To ensure that TFSR complies with its memorandum and articles of association, charity law, company law and any other relevant legislation and regulations.
2. To ensure that TFSR pursues its charitable objects as defined in its memorandum of association.
3. To ensure that TFSR applies its resources exclusively in pursuance of its objects, i.e. TFSR must not use resources on activities that are not included in its own objects, no matter how worthwhile or charitable those activities are.
4. To abide by TFSR's Code of Conduct for Trustees.
5. To safeguard the good name and values of TFSR.
6. To ensure the effective and efficient administration of TFSR.
7. To ensure the professional financial and human resources management of TFSR.
8. To protect and manage the assets of TFSR and to ensure the proper investment of TFSR's funds.
9. To appoint the chief executive and monitor his or her performance.

In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of TFSR's work in which the trustee has special expertise.

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## **Trustee person specification**

Trustees of TFSR are members (who are over eighteen) who either co-opted from, or elected by the membership. Some people are disqualified by law from acting as Trustees. Broadly speaking these people are: a) anyone who has been convicted of an offence involving deception or dishonesty, unless the conviction is spent; b) anyone who is an undischarged bankrupt; c) anyone who has previously been removed from the trusteeship of a charity d) anyone who is under a disqualification order under the Company Directors Disqualification Act 1986

Trustees fulfil the following roles.

### **Each trustee must have:**

1. A commitment to TFSR.
2. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
3. A willingness to devote the necessary time and effort.
4. Integrity.
5. Strategic vision.
6. Good, independent judgement.
7. An ability to think creatively.
8. A willingness to speak their mind.
9. An ability to work effectively as a member of a team.

### **Essential skills and qualities within the board as a whole:**

- An understanding of issues relating to health and safety.
- An understanding of human resource management.
- The ability to set strategic targets and to monitor and evaluate performance against these.
- Financial and organisational management.
- Experience of working with volunteers.
- Experience of working with local groups.
- Experience of working in development
- An understanding of the role of tools in community development.
- Experience of working in development education.
- An understanding of legal matters.
- Experience of fund-raising/income generation.
- An understanding of the countries in which we operate.
- An understanding of asset management.

### **Desirable qualities within the board as a whole:**

- Public relations.
- Marketing.
- Information technology.
- Campaigning.
- Training.