

JOB DESCRIPTION



TITLE : **Trustee**

Job reference : **JDI**

MAIN RESPONSIBILITIES

- To be fully aware and supportive of the Trust's Objects and Articles of association.
- To attend Council meetings and those of its advisory committees on which the Trustee sits.
- To take part in formulating and regularly reviewing the strategic aims of CWT, by:
 - considering CWT and its beneficiaries as a whole
 - reflecting CWT's vision, principles, strategy and major policies at all times
- To further the objectives of CWT, whilst keeping within its charitable objectives.
- To ensure that Cornwall Wildlife Trust (CWT) complies with its governing document, charity law, company law and any other relevant legislation or regulations to achieve best practice.
- To ensure CWT uses its resources exclusively in pursuance of its objectives.
- To contribute actively to the Council of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of CWT.
- To ensure the effective and efficient administration of CWT.
- To ensure the financial stability of CWT.
- To protect and manage the property of the charity and to ensure the proper investment of its funds.
- If the charity employs staff, to appoint the chief executive officer and monitor his/her performance.

Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers and leading discussions as appropriate
- Considering any issues to be delegated to Council's standing committees
- Focusing on key issues
- Providing guidance on new initiatives
- Promoting CWT and its work whenever possible
- Acting as ambassadors for CWT
- Being visibly and proactively interfacing with Cornwall at large
- Maintaining good relations with staff
- Participating in any training sessions provided for the benefit of the Trustees
- Other issues in which the trustee has special expertise

Trustee person specification

- Commitment to the organisation by being or becoming a member.
- Willingness to devote the necessary time and effort.
- 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.
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.