

## Trustee – Midhurst Town Trust

Remuneration	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location	Meetings will be held in the Old Town Hall, Midhurst or remotely if circumstances require
Time commitment:	4 Board meetings per year + the AGM
Reporting to	Board of Trustees

### Job Description

The role of a Trustee is to ensure that the Town Trust carries out its responsibilities and delivers its aims, as set out in its governing document. This is a valuable and fulfilling role, making a significant contribution to the civic and social life of the town

### Statutory duties of a trustee

**The statutory duties of Trustees are set out in the Charity Commission document - "CC3 - the Essential Trustee". This role description is intended to act as a brief introduction to the role of a Trustee for the Midhurst Town Trust. All prospective Trustees should ensure they read "CC3 - the Essential Trustee" before agreeing to take on the role.**

For ease of reference, the duties of a Trustee include:

- To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or memorandum and articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.

In addition with other trustees to hold the charity "in trust" for current and future beneficiaries by:

- Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

## **Trustee**

### **Person specification**

Trustees must support the aims of the Trust which are to preserve, maintain and utilise the historic assets it owns for the benefit of the town.

The Board of Trustees are jointly responsible for the overall governance and strategic direction of the charity, its financial health, and the probity of its activities. Trustees are individually responsible for complying with the codes of conduct expected of Trustees and for acting in the best interests of the organisation.

All trustees should be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

### **Knowledge, skills and understanding:**

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Clerk