

Project Art Works: Trustee role description

The statutory duties of a trustee

1. To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
2. To ensure that the organisation pursues its objects as defined in its governing document
3. To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
4. To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, working with the chief executive officer and management team to set overall policy, define goals and monitor performance
5. To safeguard the reputation and values of the organisation.
6. To ensure the effective and efficient administration of the organisation
7. To ensure the financial stability of the organisation
8. To ensure the proper investment of the charity's funds
9. To support the chief executive officer and monitor her performance.
10. To read board papers and attend quarterly board meetings and annual AGM, held during the day (in person or via Zoom).

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
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise