

Role Description for a Garden Organic Trustee

Overall purpose

To accept, as an individual with other members of Council, legal responsibility and accountability for the overall governance and strategic direction of the Charity; developing aims, objectives and goals in accordance with the governing documents.

Key Responsibilities

The key responsibilities of the Trustees are:

Legal

1. To ensure that the Charity complies with its governing documents, charity and company law, and any other relevant legislation or regulations.
2. To ensure that the Charity pursues its objects, as defined in its governing documents.
3. To ensure that the Charity uses its resources exclusively in pursuance of its objects: the Charity 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 act in the best interests of the Charity, its beneficiaries and future beneficiaries at all times.

Strategic

1. To contribute actively to the Council of Trustees' role in giving clear strategic direction to the Charity, setting overall policy, defining goals and objectives, and evaluating performance against agreed targets; and to keep under review the long term development of the Charity in light of the political, economic and social environment in which it operates.
2. To safeguard, promote and represent, the good name and values of the Charity.

Financial

1. To ensure the financial stability of the Charity.
2. To approve the annual budget.
3. To ensure the proper management of the property of the Charity and to ensure the proper investment of the Charity's funds.

Other

1. To appoint the Chief Executive and to monitor his or her performance.
2. To ensure the effective and efficient administration of the Charity.
3. To ensure appropriate advice is taken from professional advisers on matters where there may be material risk to the Charity or where Trustees may be in breach of their duties.
4. To maintain the confidentiality of all sensitive / confidential information received in the course of a Trustee's responsibilities.