



## Trustee – Worthing Community Chest

Remuneration	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location	Worthing
Time commitment:	6 Board meetings per year, 3 sub-committee meetings per year
Reporting to	Board of Trustees

## Job Description

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that Worthing Community Partnership trading as Worthing Community Chest fulfils its duty to its beneficiaries through our grants and delivers on our vision, mission and values.

Vision - Social and Economic Wellbeing in Worthing

Mission - Worthing Community Chest supports Worthing groups with financial assistance to deliver their charitable objectives through our grants

Values - Diversity, Innovation, Inclusion and Engagement

### The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or 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 contribute actively to the Board 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 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 appropriate investment of the organisation's funds.
- To monitor the Charity Co-ordinators performance.

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

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- 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 at least achieves the Charity Commission Guidelines and aims where possible to exceed it.

As well as the various statutory duties, any trustee should make full use of their 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.