

Trustee

JOB DESCRIPTION & RESPONSIBILITIES

JOB DESCRIPTION

Job Title:	Trustee
Salary Grade:	Voluntary
Responsible to:	Board of Trustees Chair
Responsible for:	No direct responsibility for staff
Job Purpose:	To promote the success of the college and act in it's best interests at all times
Hours of Work:	Required to attend 6 full board meetings per academic year and any subsequent sub-committees as required
Location:	Registered Office, Littlemoor House, Littlemoor, Eckington, Derbyshire, S21 4EF

Purpose of Role:

- 1 Becoming a Trustee for Landmarks can be an exciting and fulfilling role. The role of a trustee is to ensure that Landmarks fulfils its duty to its beneficiaries and delivers on its vision, mission and values.
- 2 The board of trustees are both jointly and individually responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.
- 3 The statutory duties of all trustees include ensuring that:
 - i) The charity is carrying out the purposes for which it is set up
 - ii) It complies with the governing document and the law
 - iii) The board acts in the charity's best interests
 - iv) Trustees manage the charity's resources responsibly
 - v) Trustees act with reasonable care and skill
 - vi) The charity complies with statutory accounting and reporting requirements
 - vii) Jointly with other trustees, hold the charity "in trust" for current and future beneficiaries

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SPECIFIC RESPONSIBILITIES:

- 1 Play an active role in the high-level strategic planning process of the college by contributing to:
 - i) the development of the mission, vision and educational character;
 - ii) the development of strategic priorities;
 - iii) the setting of measurable targets to support the development and budget;
 - iv) the monitoring of achievement against objectives;
 - v) the development of plans to address weaknesses;
- 2 Comply with the Articles of Association, Staff Code of Conduct and any other related governance policies and procedures;
- 3 Attend trustee training and induction events as required;
- 4 Get to know the college through discussions with the Executive Leadership Group, Chair of Trustees, fellow trustees and staff, reading relevant papers, visiting the college and participating in events;
- 5 Help new trustees understand their new role;
- 6 Act in the best interests of the college at all times;
- 7 Duty to act within powers – obey the Trust constitution and decisions taken under it;
- 8 Duty to promote the success of the college – act in the colleges best interests;
- 9 Duty to exercise reasonable care, skill and diligence – be diligent and well informed about the College's affairs;
- 10 Duty to avoid conflicts of interest – avoid situations where your interests conflict with those of the College. When in doubt disclose potential conflicts quickly;
- 11 Safeguard and promote the values of the College;
- 12 Ensure the quality of educational provision;
- 13 Challenge and monitor the performance of the College and keep the focus on improvement.

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.

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TIME COMMITMENT:

Trustees are required to attend 4 full board meetings per academic year and 4 sub-committees as required. All trustees have access to all college meetings and should they wish to attend, notice to the Chair is required via the Clerk to the Board seven days prior to the meeting taking place so that meeting packs and information can be sent to the individual.

Should trustee attendance fall below 66% in successive meetings, they will be requested to review their ongoing ability to commit to the position and the Chair of Trustees with a seconded vote, may ask a Trustee to relinquish their position.

ABOUT THE ORGANISATION:

The charity's aims are to provide education and training to those with learning difficulties/disabilities in a caring and sheltered environment. The continuous quality improvement of this provision remains a key focus.

- Developing and improving skills and abilities
- Promoting self-esteem, confidence and sense of well being
- Identifying appropriate routes to achieve progression

The company and the group is registered as a charitable company limited by guarantee and constituted under a Memorandum and Articles of Association dated 29 March 1995 as amended 6 May 2014 and 21 September 2016, registered charity number 1047557.

The principle object of the company and the group is to provide education and training to adults with learning difficulties/disabilities in a caring and sheltered environment.