



## **Trustee Role Descriptions**

Trustees are the people responsible for controlling the management and administration of Jigsaw, in accordance with the charity's constitution.

The role of a trustee is:

- To ensure that Jigsaw (Bury) complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the charity pursues its objectives as defined in its governing document (e.g. the promotion of any charitable purpose for the benefit of the community in the Bury Metropolitan area)
- To maintain proper financial control and ensure that Jigsaw Bury applies its resources exclusively in pursuance of its objects, i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are
- To set and maintain vision, mission and values
- To develop strategy, set overall policy, define goals and set targets, and evaluate performance against agreed targets
- To ensure accountability
- To set up employment procedures and support the roles of staff/volunteers
- To support the operational management of the organisation
- To draw up and monitor the implementation of internal policies, which must include equality and diversity, health and safety, and grievance and disciplinary policies
- To ensure that risk assessments for all aspects of the business are carried out
- To safeguard the good name and values of Jigsaw Bury
- To maintain effective board performance and ensure the effective and efficient administration of the charity including funding, insurance and premises
- To promote the work of the charity
- To act in the best interests of Jigsaw Bury, never in the interests of themselves or another organisation

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience s/he has to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, or providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of Jigsaw in mind.

Section 72(1) of the Charities Act 1993 disqualifies anyone who:

- has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- is an undischarged bankrupt

- has previously been removed from trusteeship of a charity by the court or the Charity Commissioners
- is under a disqualification order under the Company Directors Disqualification Act 1986

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

### **Chairperson Role Description**

The role of the Chairperson can be summarised as being the figurehead of the board, which may include being an ambassador or public face of the charity. The chairperson is to provide effective leadership and management to the board of trustees. The chair will be expected to lead all discussions and will be expected to ensure that all action points are acted upon.

#### *Summary of responsibilities:*

- To lead the trustees in making plans for the future of the charity
- To chair the monthly trustees meetings and facilitate AGMs
- Ensuring all actions are completed
- Giving the go ahead for actions to be carried out between meetings, including actions relating to a subcommittee.
- Working closely with the Jigsaw Manager, providing support as necessary.

Please note: the role of the Vice-Chair will be to support the work of the Chair, and to assume the above responsibilities where the Chair is not available.

### **Secretary Role Description**

The secretary is responsible for ensuring the smooth-running of all board meetings and is expected to be familiar with the legislation relating to the running of a charity. The secretary should ensure that all decisions made over the course of a meeting are in line with the governing document and the charity's aims and objectives. It is also the role of the secretary to make sure that any actions that have been assigned at the previous meeting are carried out.

#### *Summary of Responsibilities:*

- To speak to the chairperson before meetings to agree and then produce a written agenda.
- To circulate any documents which will support discussions at forthcoming meetings.
- To produce the minutes subsequent to each board meeting.
- To support other board members to ensure all action points are completed.
- To ensure that the charity complies with both the charity's constitution and all relevant legislation.
- To advise on the legal implications of strategic planning.
- To take the lead on the organisation of the Annual General Meeting.
- To be a first point of contact for both inside and outside parties.

### **Treasurer Role Description**

The treasurer's role comprises dealing with all of the charity's financial matters and upholding good practice. The treasurer will be required to report to the trustees each month, informing them of the current state of the organisation's finances.

It should be noted that while the treasurer will oversee the financial works of the charity the board as a whole will be held accountable for the charity's overall financial state.

*Summary of Responsibilities:*

- To oversee and present accounts and financial statements to the board of trustees.
- To ensure that proper accounts and records are kept.
- Where necessary, to produce and implement new financial control policies.
- To discuss individual financial matters with the appropriate staff member when required.
- To communicate with the charity's independent examiners.
- To monitor and advise on the financial sustainability of the charity.
- To advise on the financial implications of strategic planning.
- To act as a counter-signatory on cheques or requests for funds.
- To contribute to the financial strategy of the organisation.