

ROLE DESCRIPTION FOR A TRUSTEE OF LAKE DISTRICT CALVERT TRUST

The duties of a trustee are as follows.

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation in a culture of openness
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Centre Director

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 -

- Communication
 - Communicates effectively with others
 - Conveys complex information in an understandable way
 - Listens to and considers other peoples' views
 - Provides constructive feedback to others
 - Uses the correct medium to communicate each message
 - Willingness to challenge the executive
- Team Working
 - Works well in a team
 - Is adaptable and open to change
 - Takes into account others' views
 - Treats others with respect
 - Offers fair and constructive feedback

- Organisational
 - Manages their own workload well
 - Prioritises tasks to meet deadlines
 - Plans for both the short and long-term
 - Ability to stand in/chair standing/sub-committees
 - Hosts structured meetings effectively
 - Manages demands on own time positively and assertively
- Interpersonal
 - Thinks logically when making decisions
 - Copes well with responsibility
 - Approaches problems with a positive attitude
 - Demonstrates confidence in own ability
 - Acts with integrity
 - Learns from mistakes
- Creative
 - Brings new ideas and approaches to the table
 - Thinks 'outside of the box' to identify new solutions
 - Looks at current challenges to find opportunities to improve
 - Always tries to find solutions to problems
 - Demonstrates a flexible 'can do' working style
 - Networks with their contacts to the benefit of the Trust

ROLE DESCRIPTION FOR THE CHAIR OF LAKE DISTRICT CALVERT TRUST

The duties of the chair include the following.

- Providing leadership to the Trust and the board by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes in order to provide greater public benefit
- Chairing and facilitating board meetings
- Giving direction to board policy-making
- Attending standing committee meetings as appropriate
- Checking that decisions taken at meetings are implemented
- Creating strong working relationships with fellow trustees
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision-making
- Conducting appraisals of trustees and the Centre Director
- Planning their succession and identification of a replacement
- With the Centre Director:
 - Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
 - Setting agendas for board and other general meetings
 - Addressing conflict within the board and within the organisation, and liaising with the chief executive (if staff are employed) to achieve this
- With staff that are employed:
 - Liaising with the Centre Director to keep an overview of the organisation's affairs and to provide support as appropriate
 - Leading the process of supporting and appraising the performance of the Centre Director
 - Sitting on appointment and disciplinary panels

Person specification

In addition to the person specification for a trustee, the chair should have the following qualities.

- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences.
- Having an effective network of influential individuals at county and national level.