



MAGGS TRUSTEE ROLE DESCRIPTION



MAGGS DAY CENTRE - JOB DESCRIPTION FOR TRUSTEES

Maggs Day Centre is a registered charity and a private company incorporated under the Companies Acts. There must be between five and fifteen trustees; also referred to as Directors for the purposes of the Companies Acts.

Trustees are not personally liable if the charity loses money, provided that they have acted reasonably, worked within their powers and took professional advice where appropriate. In normal circumstances, liability as Directors of Maggs is limited to £1.

Main Duties

1. Trustees are responsible for ensuring that the purpose for which the Charity has been set up, and as set out in its Governing Documents, remain the key focus of the Charity's work. Also, that the Charity's purpose is consistently supported and furthered through the work of Maggs Board. To this end...
2. Trustees are responsible for oversight of the management and performance/outcomes of the Charity. Trustees ensure that the Charity remains within the law. A Trustee must act only in the interest of the charity.
3. As part of Maggs Board, Trustees are involved in making major decisions affecting the Charity, including working with the Chief Executive to set the future strategic direction of the Charity.
4. Trustees should ensure that accounts are prepared annually, circulated to members and delivered to Companies House and to the Charity Commission. Trustees must ensure that an Auditor is appointed. The Board undertakes final approval of annual accounts.
5. Trustees should endeavour to attend all Board Meetings throughout the year; this could be up to 9 meetings per year, including Strategic Planning Days, the Annual General Meeting and any training days.
6. Additionally, Trustees may be asked to become members of working groups/committees supporting key areas of Maggs service delivery or governance processes.
7. Trustees are encouraged to take an interest in the various areas of work undertaken by Maggs and to act as an Ambassador on behalf of the Charity, including supporting fundraising activities, attending/representing Maggs at external events and generally promoting the work of the Charity.
8. Trustees will be asked to sign up to a set of requirements and expectations of a Trustee as outlined in Maggs Trustee Code of Conduct.
9. Following Charity Commissions best practice guidance Trustee tenure is normally limited to 9 years (other than in exceptional circumstances) and the Chair will meet with Trustees routinely to offer support, seek feedback and review participation and contribution to the Trustee role.

Overarching:

Trustees consistently monitor the work of Maggs with the following questions in mind: Is Maggs' work meeting the original purposes for which the Charity was set up? Is the Charity meeting the needs of Maggs' target service user group? Is what is being done legal? Is it effective?

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COMPANY LIMITED BY GUARANTEE: 2278501

