

## **Glebe House (Charnwood) Ltd.**

### **Trustee Role Description and Statement of Responsibilities**

#### **Overall Purpose**

The Council of Management is responsible for the overall governance, financial probity & strategic direction of Glebe House and developing the organisation's aims, objectives and goals in accordance with the governing document and legal & regulatory guidelines.

#### **Main Responsibilities**

- To ensure that Glebe House and its representatives function within the legal and regulatory framework of the sector and in line with the organisation's governing document, continually striving for best practice in governance.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in Glebe House.
- To take appropriate professional advice in all matters where there may be material risk to Glebe House, or where the Trustees may be in breach of their duties. This course of action will ensure the obligation to exercise their duty of care.
- To determine the overall direction and development of Glebe House through good governance and clear strategic planning.
- To avoid any personal conflict of interest.

#### **Main Duties**

- Ensuring Glebe House complies with legislative and regulatory requirements and acts within the confines of its governing document.

- Acting in the best interest of Glebe House, beneficiaries and future beneficiaries at all times.
- Promoting and developing Glebe House in order for it to grow and maintain its relevance to society.
- Maintaining sound financial management of Glebe House's resources, ensuring expenditure is in line with our objects and investment activities meet accepted standards and policies.
- Interviewing, appointing and monitoring the work and activities of the senior paid staff, in particular the Chief Executive.
- Ensuring the effective and efficient administration of Glebe House and its resources, striving for best practice in good governance.
- Acting as a counter- signatory on charity cheques and any application for funds, if appropriate.
- To maintain absolute confidentiality about all sensitive/confidential information received in the course of the Trustee's responsibilities to Glebe House.
- To act as the final stage of any internal disciplinary process, grievance or external complaint

**Accountable to**

As the Trustees are responsible and liable for the governance and functioning of Glebe House, they are accountable in varying degrees to a variety of stakeholders including service users, members, funders, the Charity Commission and Companies House.

Signed..........

Dated.....28/11/2012.....