

Trustee Role Profile

The CRH Charitable Trust

Remuneration: The role of Trustee is not accompanied by any financial remuneration, although reasonable expenses may be claimed if accompanied by receipts.

Location: Booth Hall, Knutsford, WA16 8GS

Time Commitment: Four Trustee meetings per year lasting approx. 3 hours.

In addition, Trustees are expected to undertake visits to potential grant applicants and report back to the Board

We estimate that the time commitment is equivalent to 1-2 days per month

Job Description

Trustees are collectively responsible for the overall management, governance and strategic direction of the CRH Charitable Trust (the Charity), and for developing its aims and objectives in accordance with the governing document and legal and regulatory guidelines.

The role of Trustee is to ensure that the Charity fulfils its duty to its beneficiaries. This is achieved through the provision of grants to organisations whose objects fall within those of the Charity.

The statutory duties of a trustee are to:

- Ensure the Charity complies with its constitution, charities law and any other relevant legislation and regulations.
- Ensure the Charity pursues its objectives as defined in its constitution.
- Ensure that Charity applies its resources exclusively in pursuance of its objectives - the Charity must not spend money on activities which are not included in its objectives, no matter how charitable and worthwhile those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the Charity, setting overall policy, defining goals and setting objectives and evaluating performance against agreed objectives.
- To safeguard the good name and values of the Charity.
- To ensure the effective and efficient administration of the Charity including having appropriate policies and procedures in place.
- To ensure the financial stability of the Charity.
- To protect and manage the property of the Charity including its investments and to ensure the proper investment of its funds.

In addition, with other trustees to hold the Charity "in trust" for current and future beneficiaries by:

- Ensuring that the Charity has a clear vision, mission and strategic direction and is focused on achieving these.

- Being responsible for the performance of the Charity and for its “corporate” behaviour; ensuring that the Charity complies with all legal and regulatory requirements.
- Acting as guardians of the Charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the Charity’s governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience they have to help the board make good decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the trustee has specific expertise.

Person Specification

Individuals are sought who have a strong empathy with the Charity's objectives. Experience, skills, and expertise in working with people suffering from poor mental health combined with an in-depth understanding of our concerns and ambitions are particularly sought.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the Charity, its financial health, the probity of its activities and achieving its aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charities.

E = Essential

D = Desirable

	E	D
Experience:		
• A proven track record of sound judgement and effective decision making.	X	
• A history of impartiality, fairness and the ability to respect confidences.	X	
• A track record of commitment to promoting equality and diversity.	X	
• Successful experience of operating within a board in a charitable, public sector or commercial organisation.		X
• Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives		X
Knowledge, skills and understanding:		
• Commitment to the organisation and a willingness to devote the necessary time and effort	X	
• Preparedness to make unpopular recommendations to the board and a willingness to speak your mind.	X	
• Willingness to be available to the Secretary for advice and enquiries on an ad hoc basis.	X	
• Good, independent judgement and strategic vision.	X	
• An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.	X	
• An ability to work effectively as a member of a team being respectful of other people's viewpoints	X	
• An understanding of the respective roles of the Chair, Trustees and Secretary.		X
• Be able to act reasonably and responsibly when undertaking trustee duties and performing tasks	X	

	E	D
<ul style="list-style-type: none"> To be committed to learning and developing skills within the role, and in support of fellow trustees; undertaking training as and when required 	X	

Minimum Time Commitment

- Trustees are expected to attend an induction session with the Chair and Secretary prior to their first board meeting.
- Trustees are expected to attend all Board meetings.
- Trustee meetings are held on approximately every three months.
- Trustee meetings last approximately 3 hours. These are currently held at Booth Hall, Knutsford.
- Trustees must read in advance and prepare from reports and papers shared before each meeting. All papers will be sent out electronically as well as in hard copy.
- In addition sub committees are developed where necessary to ensure that we complete all Governance issues.
- Trustees also visit grant applicants where applicable