



The Lipman-Miliband Trust

Trustee and Trustee Treasurer Role Descriptions

Overall purpose of a Trustee

The purpose of a Trustee is to individually and collectively take legal responsibility and accountability for the overall governance and strategic direction of a Trust, developing aims, objectives and goals in accordance with the governing documents and subsequent amendments. The Lipman-Miliband Trust (LMT) is a charitable organisation and accountable to Charity Law. We currently have eight Trustees and are looking to appoint up to four more, including a Trustee Treasurer.

The LMT Trustee

To be an LMT Trustee you will share our values and participate actively in our affairs. This will require you to attend each of our four Trustee meetings a year. Although we are based in different locations around the country and most of our work is conducted online, we do aim to meet in-person at least twice a year. The experience of Trustees suggests that overall, involvement in Trustee business accounts for between 6 and 10 hours of our time each month.

To find out more about LMT please look at [our website](#).

Key responsibilities of a Trustee

1. Legal

- To ensure that the Trust complies with its governing documents, charity and company law and any other relevant legislation or regulations and the advice given from time to time by the Charity Commission and other regulators
- To ensure that the Trust pursues its objects as defined in its governing documents and subsequent amendments
- To ensure that the Trust uses its resources exclusively in pursuance of its objects. The Trust must not spend money on activities which are not included in its own objects no matter how worthwhile or charitable those activities may be
- To act in the best interests of the Trust, its beneficiaries and future beneficiaries at all times
- To declare any conflict of interest and maintain the conflict of interest records.

2. Strategic

- To contribute actively to the Trustee Board, in giving clear strategic direction to the Trust, setting overall policy defining goals and objectives, and evaluating performance
- To keep under review the long-term development of the LMT in light of the political, social and economic environment in which it operates
- To safeguard, promote and represent the good name and values of the Trust.

3. Financial

- To ensure the financial stability of the LMT



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- To ensure the production and approval of the Trustees Annual Report and Accounts
- To ensure the proper management and investment of the Trust's funds.

4. Other

- To assist in the appointment of new Trustees and anybody working for the Trust
- To ensure the effective and efficient administration of the Trust
- To attend the Trust's AGM and its meetings
- To participate actively in at least one of the Trust's Working Groups
- To participate actively in its grant awarding process
- To ensure that appropriate advice is taken from professional advisers on matters where there may be material risk to the Trust, where Trustees may be in breach of their duties, or on any other matters considered by Trustees to be appropriate for its effective operation
- To maintain the confidentiality of all sensitive/confidential information received in the course of a Trustee's responsibilities
- To participate in any appropriate training, financially supported by the Trust where necessary, that enhances the effective performance of the Trust's work
- To undertake tasks and projects that may be needed to ensure the effective operation and development of the Trust
- To review, amend and approve draft documents and proposals in a timely manner when required for the efficient operation of the Trust.

Key responsibilities - Trustee Treasurer role

We are particularly keen to appoint a Trustee Treasurer. The following responsibilities apply:

- To abide by all the above responsibilities particularly in relation to the Trustees financial responsibilities (section 3)
- To work with the Trust Co-ordinator to help ensure the efficient and effective financial control of the Trust's work
- To liaise, along with other, appropriate Trustees, with Evelyn Partners (our preferred investment service).
- To liaise as required with external accountants, auditors and any other financial service providers to ensure the responsible and efficient administration of the Trust's finances and compliance with reporting and any other regulatory requirements
- To be a member of the Finance and Governance Sub-group (F&G).
- To be a signatory on the Trust's accounts
- To keep the Board informed of key financial issues
- To work with the Trust Co-ordinator to prepare the Annual Budget
- To undertake any appropriate training