



c/o Touchstone, 32 Merton Road, BD7 1RE
www.beaconbradford.org

BEACON Trustee Role Description

ROLE SUMMARY

The role of a trustee is to be part of a team who jointly make decisions on behalf of BEACON and ensure that BEACON complies with its governing document, charity law, and any other relevant legislation or regulations and to make sure that BEACON pursues its objects as defined in its governing document.

MAIN RESPONSIBILITIES

Leadership

- Contribute actively to the Board of Trustees in giving firm strategic direction to BEACON, setting overall policy, defining goals and evaluating services.
- Have an overview of BEACON's affairs and provide support as appropriate

Governance

- Ensure that in everything BEACON does it complies with legal requirements and regulations including: the constitution, charity law, employment law, data protection and insurance
- Ensure that processes, procedures and policies are in place that guard BEACON against non-compliance with the above its governing documents

Accountability

- Comply with and be accountable for monitoring the delivery of legal obligations and ensuring outcomes are met
- With the Team Leader, monitor and account for BEACON's resources in all areas, including money, property and staff in pursuance of its objectives and agreed outcomes.
- Make sure BEACON is properly insured against all reasonable liabilities

Managing Staff & Volunteers

- Ensure that provisions are in place to support and manage staff and volunteers.

Other General Duties

- Act in the best interest of BEACON at all times
- Promote the work of BEACON
- Uphold BEACON's reputation
- Be committed to working as part of a team
- Ensure confidentiality
- Follow and implement best equal opportunities practice
- Attend appropriate training and relevant meetings as required
- Attend board meetings, read papers in advance of meetings, scrutinise board papers, participate in discussions
- Declare any conflict of interest while carrying out the duties of a Trustee

Trustees are asked to commit to an average of 1-2 days every month to BEACON which will include attending Board meetings, subgroups and occasional events. They will be expected to remain well informed about BEACON and its activities, taking a personal interest in and collective responsibility for its sustainable growth.

May 2017