

TRUSTEE AND COMPANY DIRECTOR ROLE DESCRIPTION

Trustees have a range of statutory duties and other responsibilities, as set out below. In carrying out their role, Trustees should draw on their own specific skills, knowledge and experience where relevant.

Please note: Trustees are also Directors of the charity as a company limited by guarantee.

Statutory duties

- To ensure that The Trust complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that The Trust pursues its objects as defined in its governing document
- To ensure 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 are
- To contribute actively to the Board of Trustees' role in giving strategic direction to The Trust, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of The Trust
- To ensure the effective and efficient administration of The Trust
- To ensure the financial stability of The Trust
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the charity Director (as opposed to Company Directors) and monitor his/her performance

Other aspects of the role

Trustees would normally also be expected:

- To attend at least three Trustee meetings *per annum*
- To attend the Annual Award Ceremony
- To attend at least one Royal Visit per three year cycle
- To participate in Butler Trust Certificate presentations and other site visits to recent Award Winners and Commendees

Trustees may be asked:

- To serve on either the Sifting or Judging Sub-panel, including potentially as Chair, where a vacancy relevant to their skills and experience arises
- To serve on the Governance Group, where a vacancy relevant to their skills and experience arises
- To support The Trust in other ways as agreed with the Chair of Trustees (including representing The Trust at public events, giving advice / support to Trust staff etc)

Guidance

General guidance for Trustees:

www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3

Conflicts of interest:

<https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29>

General guidance on being a Company Director:

www.gov.uk/running-a-limited-company/directors-responsibilities

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