

The Snowflake Trust

JOB DESCRIPTION for TRUSTEES

Trustees are responsible under the Trust's Memorandum & Articles of Association for controlling the management and administration of the Trust.

The role of the trustee is to:

- ensure that the Trust complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
- ensure that the Trust pursues its objects as defined in its governing document ie
 - To provide and promote the provision of accommodation, shelter and housing and any ancillary facilities, food, clothing, physical, mental, educational and spiritual care and support for people who through age, physical or mental illness, youth, alcohol, or drug addiction or dependency, and/or poverty are unable to make adequate provision for themselves
 - To provide and encourage the provision of facilities for medical rehabilitation and treatment, spiritual help and guidance and education and training
- maintain proper financial control and ensure that the Trust applies its resources exclusively in pursuance of its objects (i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are)
- set and maintain vision, mission and values
- develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- ensure accountability
- set up proper employment procedures and respect the roles of staff/volunteers
- support the operational management of the organisation
- draw up and monitor the implementation of internal policies, which must include satisfactory and current Disclosure & Barring Service certification arrangements for both Trustees and employees, equality and diversity and health and safety policies, and grievance and disciplinary procedures

- ensure that risk assessments for all aspects of the business are carried out
- safeguard the good name and values of the Trust
- maintain effective board performance and ensure the effective and efficient administration of the charity including funding, insurance and premises
- promote the Trust in a suitable manner when appropriate
- act in the best interests of the charity, never in the interests of oneself or another organisation.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience s/he has to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise.

A Trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of The Snowflake Trust in mind.

Section 72(1) of the Charities Act 1993 disqualifies anyone who:

- has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- is an undischarged bankrupt
- has previously been removed from trusteeship of a charity by the court or the Charity Commissioners
- is under a disqualification order under the Company Directors Disqualification Act 1986

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

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