

Role description for Trustees of The Disability Resource Centre

The duties of a Trustee are:

- 1 To ensure that the charity complies with its governing document, charity law, company law, and any other relevant legislation or regulations.
- 2 To ensure that the charity pursues its charitable objects as defined in its governing document.
- 3 To ensure that the charity applies its resources exclusively in furtherance of its objects, i.e. the charity must not spend money on activities that are not included in its own objects, no matter how worthwhile or charitable those activities are.
- 4 To contribute actively to the Board of Trustees' role of giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- 5 To safeguard the good name and values of the charity.
- 6 To ensure the effective and efficient administration of the charity.
- 7 To ensure the financial stability of the charity.
- 8 To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- 9 To appoint and support the Executive Manager and monitor his or her performance.
- 10 In addition to the above statutory duties of all Trustees, each Trustee should use any specific knowledge or experience he or she may have to help the Board of Trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of the charity's work in which the Trustee has special expertise.