



## **CTD Trustee Role Description**

Communities Together Durham is a registered charity (no 1157214) and a company limited by guarantee (no 08860961) 'Trustees' are also Company Directors and members of the Company.

CTD Trustees operate collectively, as a Board, to ensure CTD fulfils its overall purpose. Our trustees oversee the management, administration and longer term strategy of the organisation. The Trustees ensure funders requirements are met, and that the work and goals of the organisation are met, encouraging the growth and development of its mission.

**Trustee for :** Communities Together Durham

**Reporting to:** The Board

**Remuneration :** Trustees are not remunerated, however any financial expenses incurred whilst undertaking your duties as Trustee will be reimbursed in accordance with CTD's expenses policy and on production of receipts.

**Location:** Board meetings usually take place at the registered address; Cuthbert House, Stonebridge, Durham, DH1 3RY

**Time Commitment:** Four Board Meetings per annum with some contact between meetings, usually by email, or online. Occasional additional meetings for strategic development are arranged and some trustees may hold responsibilities to support the team, if they are willing to do so. We welcome and appreciate the time trustees with particular skills or knowledge dedicate to support their area of interest.

**Terms of office:** Trustees are appointed for 5 years, and may be re-appointed for a further term of 5 years.

**Role purpose:** To support and guide CTD's vision, mission and purpose; commensurate with its objects, which are:

- To promote the efficiency and effectiveness of Christian based charities in the furtherance of their objects or any one of them, mainly but not exclusively, by the provision of information, advice, support and infrastructure provision; and
- The relief of financial hardship, either generally or individually, through the provision of grants, goods or services.

## **Role description**

1. CTD Trustees are responsible for ensuring CTD complies with Charity Law and requirements of the Charity Commission, and with Companies law and the requirements of Companies House.
2. Trustees are required to ensure that CTD operates within all relevant statutory and regulatory frameworks.
3. Trustees will ensure CTD complies with its own charitable purposes as set out in the governing documents.
4. Trustees are responsible for ensuring expenditure is solely in line with CTD's charitable objectives. Additionally they will ensure expenditure is related to relevant funding requirements, and information is prepared for funders. Trustees monitor the effective and efficient use of funds.
5. Trustees are responsible for approving all financial statements and accounts and ensuring the financial stability of CTD.
6. Trustees are responsible for ensuring the charity's accounts are audited or examined and submitted in line with statutory requirements.
7. Trustees will arrange for Annual Returns to be submitted on time to the Charity Commission and Companies House and for regulatory or other annual reports to be prepared.
8. Trustees consider the longer term future of CTD, balancing short-term pressures and considerations with the sustainability and longer-term goals within the charitable aims.
9. Trustees will ensure CTD operates within the highest standards of governance.
10. Trustees are responsible for agreeing the policies within which CTD will operate. All policies, operational plans and strategies are agreed by the Board. The Board monitors their implementation and effectiveness.
11. Trustees ensure the effective and efficient administration of CTD, appointing senior staff and ensuring arrangements are in place for performance reviews.
12. Trustees will take careful and considered decisions, identifying and taking into account the levels of risk of different ventures and seeking professional advice to avoid any breach of duty.
13. Trustees will ensure their actions do not bring about misuse of CTD's intellectual or physical property

14. Trustees will act with honesty and integrity, and be in sympathy with the charity's Christian values by protecting CTD's interests, ensuring their actions do not bring CTD into disrepute and safeguard the good name of the charity.
15. All conflicts of interest and influence are to be acknowledged to ensure difficulties are avoided.
16. Trustees share their understanding, knowledge and experience with the Board in their collective decision-making. This is helped by leading and contributing to discussions, bringing focus to specific issues, and studying Board papers and reports

The Chair of the Board is always available to assist Trustees and will support new appointments with an induction and will usually meet with all Trustees personally, once each year.

### **Person Specification:**

*It is essential that:*

- Trustees are legally eligible to fulfil the role, in line with statutory requirements, Companies House and Charity Commission regulations.
- Trustees are enthusiastic and committed to the social justice purpose and aspirations of CTD.
- Trustees can support and operate within the Christian ethos of CTD
- Trustees are willing and able to devote the time and commitment required to fulfil the role effectively and to accept the legal responsibilities and liabilities it entails.
- Trustees can creatively engage with developing longer-term plans and strategies
- Trustees offer and voice their sound advice and guidance.
- Trustees share skills, understanding, knowledge and experience to contribute to the effective working of the Board.
- Trustees can work as a team.

*It is desirable that:*

- Trustees have knowledge and understanding of the Christian faith and/or the Church of England and Diocese of Durham.
- Trustees have previous experience as a Trustee.
- Trustees have previous experience of strategic management, finance, legal or HR practice.
- Trustees have knowledge of social justice issues, and ways to engage with them.
- Trustees have experience of working within the charitable or faith sector.

Additional information can be found from the Charity Commission:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1171397/CC3\\_feb20.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1171397/CC3_feb20.pdf)

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