

Stockton Town Football Foundation

Trustees – Role Description

A Trustees should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Main Responsibilities

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)

Personal Qualities

- Commitment to the vision, mission and values of the Foundation.
- Strong leadership skills with the ability to foster teamwork and consensus.
- Integrity, impartiality and good judgement.
- An understanding of charity governance and the legal duties of trustees.
- Excellent communication and interpersonal skills.
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement

STCF – 006 – Stockton Town Football Foundation – Role Description of Trustees

- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Time Commitment

- The Trustee is expected to attend the majority of trustee meetings (typically 4–6 per year).
- Be available to support the Foundation between meetings as required.
- Represent the Foundation at events and with stakeholders when appropriate.