

Directory of Social Change

Trustee Role Description

Key Responsibilities

- To ensure that DSC has a clear vision, strategic objectives and plans to achieve them
- To ensure that DSC performs according to its strategic objectives
- To ensure that DSC complies with all legal and statutory requirements
- To ensure that DSC governance complies with best practice and sets an example for others
- To ensure that DSC policies and procedures reflect best practice and set an example for others

1 To ensure that DSC has a clear vision, strategic objectives and plans to achieve them.

Working with other trustees, the Chief Executive and senior staff to ensure that:

- 1.1 DSC has a clear vision, mission and plans which have been widely consulted and are commonly understood by trustees and staff
- 1.2 There are short and medium term plans and activities to support the achievement of the vision and objectives.
- 1.3 That the activities of the Board support the achievement of the vision and objectives
- 1.4 That there are effective mechanisms for reviewing the vision and strategic objectives

2 To ensure that DSC performs according to its strategic objectives

- 2.1 To agree with the Chief Executive and Leadership Team appropriate measures of performance and reporting mechanisms.
- 2.2 To support the Chief Executive and the Leadership Team in the leadership and management of DSC.
- 2.3 To ensure that the Chief Executive and DSC staff have appropriate support mechanisms, development and training/coaching in order to achieve DSC's objectives.
- 2.4 To articulate the values of DSC.

- 2.5 To actively participate in any sub-committees or working groups which work towards furthering DSC's achievement of its vision and objectives.
- 3 To ensure that DSC complies with all legal and statutory requirements**
- 3.1 To be aware of, and to ensure DSC complies with, all legal regulatory and statutory requirements
- 3.2 To maintain familiarity with DSC's constitution and to review it regularly.
- 3.3 To ensure that responsibilities delegated to the Chief Executive are explicit and understood and that requests and instructions are held to be from the Board as a whole.
- 3.4 To act reasonably, prudently and collectively in all matters relating to DSC and to always act in the interests of DSC.
- 3.5 To be accountable for the financial viability of DSC over the long term.
- 3.6 To ensure that the financial systems of DSC are rigorous, with open and effective control systems.
- 4 To ensure that DSC governance complies with best practice and sets an example for others**
- 4.1 To ensure that DSC has a governance structure that is appropriate to its size/complexity, stage of development and charitable objects and that enables trustees to fulfil their obligations.
- 4.2 To ensure that the governance of DSC reflects best practice, not minimum requirements, and sets an example for other voluntary and community organisations and charities.
- 4.3 To reflect annually on the Board's performance and your own performance as a trustee.
- 4.4 To ensure that the trustee Board has the skills to govern well and has access to relevant professional expertise and advice.
- 4.5 To ensure that there is an open, systematic and fair procedure for the appointment or co-option of trustees.
- 4.6 To ensure that there are succession plans for the Chair and Chief Executive.
- 4.7 To abide by the code of conduct for trustees.
- 4.8 To ensure that major decisions and board policies are made by the trustees acting collectively.

- 5 To ensure that DSC policies and procedures reflect best practice and set an example for others**
- 5.1 To ensure that the personnel and other policies and practices reflect best practice in the sector.
- 5.2 To ensure that there are mechanisms in place for staff to communicate with senior managers, the Chief Executive and trustees.
- 5.3 To ensure that there are mechanisms in place for DSC to consult with its customers and other key stakeholders.
- 5.4 To ensure that any activities undertaken by DSC, in particular, DSC training and/or provision of information to others, are exemplars.