



## **ST PAUL'S STEINER SCHOOL TRUSTEE JOB DESCRIPTION**

**Job Title: Trustee**

### **1. The core duties of a trustee are:**

- 1.1 To be familiar with and ensure that the Charity complies with its governing document (i.e. its articles of association), charity law, company law and any other relevant legislation (including employment legislation) or regulations.
- 1.2 To formulate and approve and review the strategic goals by which the Charity pursues its objects.
- 1.3 To ensure the Charity adopts and observes policies which ensure that resources are applied exclusively in pursuance of its objects.
- 1.4 To act at all times in the interests of the beneficiaries.
- 1.5 To undertake managerial tasks including duties as an employer, financial duties, ensuring risks are insured against (where appropriate) and ensuring assets are properly looked after.
1. 1.6 Account for its activities to funders, regulators, members and others as required.

### **2. In exercising these duties the Trustee must:**

- 2.1 Contribute actively to the board of trustees' role in giving firm strategic direction to the Charity, setting overall policy, defining goals and setting targets, contributing to the achievement of those goals and evaluating performance.
- 2.2 Safeguard the good name and ethos of the Charity.
- 2.3 Ensure the effective and efficient administration of the Charity and aim for best practice and good governance by regular and active participation at meetings.
- 2.4 Ensure the financial stability and protection of funds and assets of the Charity.
- 2.5 Protect and manage the property of the Charity and to ensure the proper investment of the Charity's funds.
- 2.6 Use any specific skills, knowledge or experience they have to help the Board of trustees reach sound decisions.
- 2.7 Fulfil any other duty agreed from time to time by the Board.
- 2.8 Ensure that the Board takes professional advice on matters in which it does not have competence.

### **3. To observe the duties of the Company directors:**

- 3.1 Duty to act within powers;
- 3.2 Duty to achieve the Charity's purposes (i.e. its charitable objects);
- 3.3 Duty to exercise independent judgement;
- 3.4 Duty to exercise reasonable care, skill and diligence;
- 3.5 Duty to avoid conflicts of interest;
- 3.6 Duty to not accept benefits from third parties; and
- 3.7 Duty to declare interest in proposed transaction or arrangements.

### **4. Person specification**

Each trustee must:

- 4.1 Have a commitment to the aims of the Charity.
- 4.2 Have a willingness to devote the necessary time and effort.
- 4.3 Have strategic vision.
- 4.4 Have good, independent judgement.
- 4.5 Have an ability to think creatively.
- 4.6 Be willing to speak their mind.
- 4.7 Understand and accept the legal duties, responsibilities and liabilities of trusteeship.
- 4.8 Be able to work effectively as a member of a team and to maintain good working relations.
- 4.9 Adhere to Nolan's seven principles of public office: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### **5. Meetings**

- 5.1 Trustees meet on average 8 times per annum with 4 of those meetings being with school leadership as well as an Annual General Meeting.
- 5.2 Other meetings in regard to the specific trustee role may be required.