



THE CHURCH  
OF ENGLAND

**Diocese of St Edmundsbury  
and Ipswich**

## **Trustee Role Description & Person Specification**

The members of the Diocese of St Edmundsbury and Ipswich Bishop's Council are the trustees of the Board of Finance, who are the registered charity, and directors of the company, as the Board of Finance is a company limited by guarantee. 'Trustee' is used in this Role Description to describe the role.

### **TRUSTEE DUTIES**

1. To ensure that the St Edmundsbury and Ipswich Diocesan Board of Finance complies with its Memorandum and Articles of Association, charity law, company law, ecclesiastical and other relevant legislation or regulations.
2. To ensure that St Edmundsbury and Ipswich Diocesan Board of Finance pursues its charitable objects
3. To ensure that the St Edmundsbury and Ipswich Diocesan Board of Finance applies its resources exclusively in pursuance of its objects, i.e. not spend money on activities not included in the Articles of Association, no matter how worthwhile or charitable those activities are.
4. To contribute actively to the Bishop's Council's role in 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 organisation.
6. To ensure the financial stability of the organisation.
7. To protect and manage the property of the organisation and to ensure the proper investment of the Charity's funds.
8. To declare any conflict of interest whilst carrying out the duties of a trustee.
9. To be collectively responsible for the actions of the organisation and other trustees.
10. To abide by the equal opportunities policy.
11. To ensure that the organisation is properly insured against all reasonable liabilities.
12. To attend meetings and to read papers in advance of meetings.
13. To support the Chief Executive, and their employees, in ensuring the effective, efficient and economic administration of the organisation.
14. To participate in other tasks related to the work of the Council as arise from time-to-time.

## **TRUSTEE PERSON SPECIFICATION**

Each trustee should have:

- Integrity
- A commitment to the organisation and its objectives
- An understanding and acceptance of legal duties and responsibilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a trustee
- Strategic vision
- Good independent judgement
- An ability to think creatively
- A willingness to appropriately speak their mind
- An ability to work effectively as a member of a team

Collectively, the Bishop's Council and its Executive Officers need skills and experience in the following areas:

- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit making organisations
- Financial management
- The type of work being undertaken by the Charity
- Legal matters
- Fundraising
- Recruitment and personnel management, including a knowledge of employment legislation
- Communication, Public Relations and Information Technology
- Education and learning

A balanced Council should reflect the breadth of the organisation for which it works and from which it draws. All trustees need to become proactive in encouraging appropriately skilled and talented persons to stand for election to the Council and appointment to sub-committees at the appropriate times.