



Trustee/Director Role - Edinburgh Young Carers

Responsibilities

As a Trustee/Director, you are legally responsible for running the charity and you will work with the wider Board, ensuring the organisation:

- Files its Confirmation Statement each year
- Files the Charity's annual accounts
- Identifies and records people with significant control
- Advises Companies House about any changes to the Charity
- Keeps up to date with changes to UK Company Law.

Remuneration

The role of Trustee/Director is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Time Commitment

- 6 Board meetings per year
- Time on Short-Term Working Group – as and when required
- Annual General Meeting.

Reporting

- To the Chair of the Board of Trustees/Director

Role Description

The key role of a Trustee/Director is to ensure that Edinburgh Young Carers fulfils its duty to its beneficiaries through its charitable activities and delivers on our vision, mission and values:

- Edinburgh Young Carers is a local charity committed to improving the support and information provided to Young Carers in Edinburgh.

Trustee/Director Statutory Duties

The statutory duties of the Trustee/Director are to:

- Ensure the Charity complies with its Trust Deed, Constitution, or Articles of Association.
- Ensure that the Charity pursues its objectives as defined in its Trust Deed.
- Ensure the Charity applies its resources exclusively in pursuance of its objectives - the Charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- Contribute actively to the Board of Trustee/Directors' role in giving firm strategic direction to the Charity, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- Safeguard the good name and values of the Charity.
- Ensure the effective and efficient administration of the Charity.
- Ensure the financial stability of the Charity.

Trustee/Director Role Description - detailed

- To protect and manage the property of the Charity and to ensure the proper investment of the Charity's funds.
- In conjunction with other Trustees/Directors, to hold the charity "in trust" for current and future beneficiaries by:
 - Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these
 - Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements
 - Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application
 - Ensuring that the charity's governance is of the highest possible standard.
- As well as the various statutory duties, Trustees/Directors should make full use of any specific skills, knowledge or experience to help the board make good decisions.
- The above list of duties is indicative only and not exhaustive. The Trustee/Director will be expected to perform all such additional duties as are reasonably commensurate with the role.

Qualities of a Trustee/Director

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trustee/Directorship.
- Commitment to the Charity's objectives, aims and values, and willingness to devote time to carry out responsibilities.
- Strategic and forward-looking vision in relation to the Charity's objectives and aims.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the Charity and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Balancing tact and diplomacy with willingness to challenge and constructively criticise.

Sample Trustee/Director Role Description

- Prior experience of committee/Trustee/Director work.
- Knowledge of the type of work undertaken by the charity.
- A wider involvement with the voluntary sector.
- Experience of committee work.
- Some experience of charity finance, charity fundraising.
- Leadership skills exercised through a period change.

Trustee/Director Time Commitment

- The Board meets at least six times per year.
- In addition to Board Meetings, other contact – occasionally virtual or by telephone – will be necessary.