**Torch Trust**

**Trustee Role Description**

Trustees of Torch Trust have both statutory and additional responsibilities.

**A. Statutory duties**

1. To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
2. To ensure that the organisation pursues its objects as defined in its governing document
3. To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
4. To contribute actively to the board of trustees’ role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
5. To safeguard the good name and values of the organisation.
6. To ensure the effective and efficient administration of the organisation
7. To ensure the financial stability of the organisation
8. To protect and manage the property of the charity and to ensure the proper investment of the charity’s funds
9. To appoint the chief executive officer and monitor his/her performance

**B. Other Trustee responsibilities**

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help Torch’s Board of Trustees reach sound decisions and ensure the organisation fulfils its objectives. This will involve:

1. Ensuring Torch’s Christian ethos is being actively promoted and the values followed within all parts of the charity, including the conduct of the Board and relationships between trustees.
2. Keeping actively informed of the work of Torch Trust and pray regularly for its staff, volunteers, clients and activities.
3. Attending Board and other Torch Trust meetings as appropriate
4. Participating in one or more Board sub groups as required
5. Scrutinising board papers and other communications
6. Leading discussions and providing guidance on new initiatives, particularly in areas where the Trustee has specific skills, knowledge or expertise
7. Abiding by Torch Trust’s policies and procedures including the Safeguarding, Diversity and Equal Opportunities and Information Governance Policies, ensuring these are effectively implemented.
8. Acting as a signatory on behalf of Torch Trust, when mandated by the Board to do so.
9. Participating in activities to promote Torch Trust to our clients, funders, churches and the wider public.
10. Contributing on other issues or areas of special expertise or interest.