

## Role Description

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<b>Company:</b>	<b>Jude Theatre Company CIC</b>
<b>Address:</b>	Innospace, Couzens Building, MMU Cheshire, Crewe Green Road, Crewe, Cheshire, CW1 5DU info@judetheatrecompany.co.uk
<b>Telephone number:</b>	07974363256

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<b>Role:</b>	Trustee/Consultant
<b>Salary:</b>	Voluntary post
<b>Term:</b>	1-3 years
<b>Reports to:</b>	The Trustee Board

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**Please note that this description of the role of Trustee is for the voluntary role and is not intended to form part of any contract of employment.**

### **Purpose of the role:**

The role of the Trustee is to ensure the effective and efficient governance of the organisation. CIC governance includes setting strategic direction, ensuring delivery of the organisation's objectives and compliance with the law. In doing this the Trustee will use their skills, knowledge and experience to augment the Boards overview of the operation of the organisation.

### **Key Responsibilities**

The statutory duties of a trustee:

- 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
- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the social enterprise must not spend money on activities which are not

- included in its own objects, no matter how worthwhile or charitable those activities are
- To safeguard the good name and values of the organisation.
  - To ensure the effective and efficient administration of the organisation
  - To ensure the financial stability of the organisation
  - To protect and manage the property of the organisation and to ensure the proper investment of the organisation 's funds
  - If the organisation employs staff, as part of the Board of Trustees, to appoint the chief executive officer and monitor his/her performance

### **Additional notes**

In order to fulfil the above statutory duties, the Trustee is expected to ensure that he/she:

- Is informed of the performance of the organisation and the external operating environment
- Has a current understanding of whether the organisation is meeting the beneficiaries' needs
- Has a current understanding of the morale and motivation of employees and volunteers
- Contributes to the team- working of the Board
- Participates in team & personal development activities
- Participates in trustee appraisal
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### **Trustee person specification**

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Undertakes a role/s in other parts of their life that contributes to the composition of the Board
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Complies with Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

This description is a guideline and is not restrictive or definitive.