# ROLE DESCRIPTION

## Trustee of Youth Education Service

The duties of a trustee are as follows.

* Taking an active role in the leadership of the Youth Education Service and working collaboratively with the board to ensure that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
* Ensuring that the organisation complies with its governing document (memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
* Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
* Ensuring that the organisation defines its goals and evaluates performance against agreed targets
* Safeguarding the good name and values of the organisation
* Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
* Ensuring the financial stability of the organisation
* Protecting and managing the property of the charity and ensuring the proper investment of the charity’s funds
* Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Director

In addition to the above duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

**Terms**In line with the Good Governance Code a trustee can fulfil their role for up to two three-year terms, in exceptional circumstances this could be extended for a further term with the agreement of the board.