



KEY UNLOCKING FUTURES LTD.

ROLE DESCRIPTION

ROLE TITLE	Trustee Director
ACCOUNTABLE TO	The chair of the board of Key Unlocking Futures Ltd. (Key)
ACCOUNTABLE FOR	The performance of Key

DUTIES & RESPONSIBILITIES

- To ensure that the organisation complies with its governing documents, and any other relevant legislation and/or regulations.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives (i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are).
- To contribute actively to the Key board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To represent the company at functions and meetings as appropriate.
- To declare any conflict of interest while carrying out the duties of a Trustee.
- To be collectively responsible for the actions of the organisation and other Trustees.
- To ensure the effective and efficient administration of the organisation.
- To abide by the equal opportunities policy.
- 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.
- To ensure that the organisation is properly insured against all relevant liabilities.

- To appoint and support the employees and monitor their performance.
 - In addition to the above statutory duties of all Trustees, each Trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives or other issues relevant to the area of, the organisation's work in which the Trustee director has special expertise.
 - To attend meetings, and to read papers in advance of meetings.
 - To attend sub-committee meetings, as appropriate.
 - To participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising, etc.
 - To keep informed about the activities of the organisation and wider issues which affect its work.
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PERSON SPECIFICATION

ROLE TITLE	Trustee Director
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ACCOUNTABLE FOR	The performance of Key
CORE SKILLS FOR THE ROLE OF TRUSTEE DIRECTOR	<p>Each Trustee Director must have:</p> <ul style="list-style-type: none">• Integrity• A commitment to the organisation and its objectives• An understanding and acceptance of the legal duties, responsibilities and liabilities 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• Willingness to speak their mind• An ability to work effectively as a member of a team <p>Skills and experience in the following areas are also needed on the board of Trustees:</p> <ul style="list-style-type: none">• Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations• Financial management• The type of work being done by the organisation

	<ul style="list-style-type: none">• Legal matters• Fundraising• Recruitment and personnel management, including a knowledge of employment legislation• Public relations• Marketing• Computers and information technology• Campaigning• Education and learning• Safeguarding
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