

Job Description

Job Title:	Director/Trustee
	Accountable to: Board of Trustees/Directors
Hours	Meeting every 4 to 6 weeks in the evening, lasting 2-3 hours and possible attendance at sub-group meetings or additional meetings during the year.
Pay and Expenses:	All trustees/directors of the charity give their time and expertise on a voluntary unpaid basis. The charity will reimburse the post-holder for any reasonable expense incurred carrying out duties for it, including travelling expenses.
Brief purpose:	The board of Trustees/Directors are responsible for the overall governance and strategic direction of the charity, developing the organisation aims, objectives and goals in accordance with our Articles of Association, legal and regulatory guidelines.
Other information:	Appointed directors sign a declaration of eligibility to act as a director. Directors are indemnified by the charity against any claims brought against them in the course of acting legally and responsibly for the charity.

Principle duties

1. To ensure that the charity and its representation function within the legal and regularity framework of the sector and in line with the organisations' Articles of Association.
2. Acting in the best interests of the charity, service users and future service users at all times.
3. Promoting and developing the charity in order for it to grow and maintain its relevance to society.
4. Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisation's objects and investment activities meet accepted standards and policies.
5. Ensuring the effective and efficient administration of the charity and its resources.
6. To study papers in advance of the meeting and be prepared to participate in the debate and cast a vote.

7. To maintain absolute confidentiality about all sensitive/confidential information received in the course of the director's responsibility to the charity.
8. Being responsible for the performance of the charity and for its corporate behavior.
9. Act with integrity and avoid any personal conflicts of interest or misuse of company funds or assets.
10. Use reasonable care and skill in their work as director, using their personal skills and experience as needed to ensure that the charity is well run and efficient.
11. Ability to work positively as a team member.
12. Sound, independent judgment and ability to think creatively
13. Commitment and interest in the objectives of the organisation.
14. Working in partnership with the Director of Services, Service Manager and staff at the Corner House.
15. To exercise duty of care, using their skills where appropriate and/or taking appropriate professional advice in all matters that may be a risk to the charity.

30th January 2013