

## CIWM Trustee Job Description

The duties of a Trustee are:

- To ensure the organisation [pursues it's stated objects, as defined in its governing document](#), by developing and agreeing a long-term strategy.
- 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 applies its resources exclusively in pursuance of its charitable objects for the benefit of the public.
- To ensure the organisation defines its goals and evaluates performance against agreed targets.
- To ensure the financial stability of the organisation.
- To safeguard the good name and values of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place.
- To follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive.

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

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