

Shenley Youth & Community Trust

Responsibilities of Directors

Revised: October 2017

Date of next review: October 2019

1. Introduction

Subject to law and these rules, the Board of Directors has responsibility for the general direction and control of the affairs of Shenley Youth and Community trust ('the Trust') and for performing all the duties customarily performed by the Board of Directors. The statutory responsibilities of a Trustee/Director are to:

2. Responsibilities

- (i) ensure that the Trust complies with its governing document (Memorandum & Articles of Association), charity and company law and other relevant legislation or regulations
- (ii) ensure that the organisation pursues its objectives as defined in its governing document
- (iii) ensure that the Trust applies its resources exclusively in pursuit of its objectives (i.e. the Trust must not spend money or use its staff and/or volunteers on activities which are not included in its own objects, no matter how worthwhile or charitable those activities may be)
- (iv) contribute actively to role of the trustees/directors Board in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- (v) safeguard the good name and values of the Trust
- (vi) ensure the effective and efficient administration of the Trust
- (vii) ensure the financial stability of the Trust
- (viii) protect and manage the property of the charity and to ensure the proper investment of the funds of the Trust
- (ix) working with Bournville Village Trust, ensure proper arrangements are in place for the recruitment and appointment of the Manager of SYCT and for the monitoring and evaluation of her/his performance.
- (x) where required, support the Manager of SYCT in their recruitment of SYCT staff

3. Qualities

Board Trustees/Directors will demonstrate some or all of the following qualities:

- i) a commitment to the aims and work of the Trust

- ii) a willingness to devote the necessary time and effort to support the Trust
- iii) strategic vision
- iv) good, independent judgement
- v) an ability to think creatively
- vi) a willingness to constructively speak their mind
- vii) an understanding and acceptance of the legal duties, responsibilities and liabilities and conflicts of interests of being a trustee/director
- viii) an ability to work effectively as a member of a team
- ix) a commitment to the Trust's governance policy (Nolan's seven principles of public life).

4. Skills, Knowledge and Experience

In addition to the statutory responsibilities set out in section 1 above, trustees/directors should use any specific experience, knowledge and skills they have to help the Board to reach sound decisions. This may involve offering knowledge about the local community and their needs, offering feedback about services from users, scrutinising board papers, leading discussions and providing advice on new initiatives or on other issues in which the trustee/director has special expertise.

5. Conflicts of Interest

A conflict of interest exists when a trustee/director has a financial interest in, or stands to gain financially from, any contract, transaction or other agreement entered into by the Trust. In this instance '*financial interest*' and '*financial gain*' apply not only to money, but to anything with a monetary value.

Directors must be aware of potential gains that might arise directly or indirectly; for example:-

- by the purchase of goods or services by the Trust from a fellow director; or indirectly, if purchased from a partnership, in which the Trust is a partner,
- or from a company in which Board trustees/directors own shares and therefore, stands to gain from the company's profits.