**Appendix VI - Role Description & Person Specification**

**(Trustee - Governance and Policy)**

**Role Description – Trustee (Governance and Policy)**

**Trustee Role Description**

**Remuneration**

The role of Trustee is not accompanied by any financial remuneration.

**Location**

Broadfield Stadium, Crawley, West Sussex

**Time commitment:**

6 Board meetings per year

6 Sub Group meetings

AGM attendance

Committee groups as and when deemed necessary

Other agreed support:

The role of Trustee at Crawley Town Community Foundation is an exciting and fulfilling role.

The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets.

The role of a Trustee is to ensure that Crawley Town Community Foundation fulfils its governance and financial obligations, its duty to its beneficiaries and stakeholders, and delivers on our vision, mission and values.

**The statutory duties of a Trustee are:**

● To ensure the Foundation complies with its governing document and legislation

● To ensure that the Foundation pursues its charitable objectives as defined

● To ensure the Foundation applies its resources exclusively in pursuance of its objectives -

the charity must not spend money on activities which are not included in its own objectives

● To contribute actively to the Board of Trustees' role in giving strategic direction to the

Foundation, setting overall policy, defining goals and evaluating performance

● To safeguard the good name and values of the Foundation

● To ensure the effective and efficient administration of the Foundation

● To ensure the financial stability of the Foundation

● To protect and manage the property of the Foundation and to ensure the proper

investment of the Foundation's funds

● To appoint the Chief Executive Officer and monitor his or her performance.

In addition, with other trustees to hold Crawley Town Community Foundation ‘in trust’ for current and future beneficiaries by:

● Ensuring that the Foundation has a clear vision, mission and values, and a strategic direction and is focused on achieving these

● Being responsible for the performance of the Foundation and for ensuring that the

Foundation complies with all legal and regulatory requirements

● Ensuring that the Foundation’s governance is of the highest possible standard

● Actively champion safeguarding good practice

As well as the various statutory duties, any trustee should make full use of any specific skills,

knowledge or experience to help the board make good decisions.

**Role specification: Board of Trustees – Governance and Policy**

The trustee must have an understanding of Charity governance and policy development, defined and directed by relevant partner agencies including but not limited to the Charity Commission and Company House, and legislation such as the Charities Act (2011 and 2016) and Companies Act (2006), and how this applies to the Foundation.

The trustee must be aware of the required policy documents and how these are used to govern the Foundation, in order to maintain a ‘fit and proper’ Charity and Company. The trustee will work with the CEO to incorporate and implement any necessary changes through the EFL and Premier League via the Capability Code of Practice.

**Experience:**

● Successful experience of operating within a board in a charitable, public sector or

commercial organisation

● Experience of charitable governance and policy arrangements

● A track record of compliance with governance and policy identifying, mitigating and

controlling risk through internal and external control systems

● A track record of compliance with and overseeing change in legislation with governance and policy

● Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve the Foundations objectives

● A proven track record of sound judgement and effective decision making

● A history of impartiality, fairness and the ability to respect confidences

**Knowledge, skills and understanding:**

● Commitment to the Foundation and a willingness to devote the necessary time and effort

● Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind

● Willingness to be available to staff for advice and enquiries on an ad hoc basis

● Good, independent judgement and strategic vision

● An understanding and acceptance of the legal duties, responsibilities and liabilities of

trusteeship

● An ability to work effectively as a member of a team

● An understanding of the respective roles of the Chair, Trustees and Chief Executive

A review of Trustee role descriptions will be at the AGM and changes/recommendations will be considered.