

## Overall Purpose

The Council of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. Election to post is as in accordance with the Society's Articles of Association (Art. 25-31) whereby retirement and re-election shall be by rotation.

## Main Responsibilities

- To ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the Society's Memorandum and Articles of Association, continually striving for best practice in governance
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in St Francis' Children's Society
- To take appropriate professional advice in all matters where there may be material risk to the charity, or where the Trustees may be in breach of their duties. This course of action will ensure the obligation to exercise their duty of care
- To determine the overall direction and development of the charity through good governance, clear strategic planning and leading by example
- To avoid any personal conflict of interest
- To act in accordance with the Society's Code of Conduct for Trustees and the Code of Good Governance for the Voluntary and Community Sector
- To identify and regularly review the risks to which the Society is subject and take appropriate action to mitigate risks identified

## Main Duties

- Ensuring that the Society, as a charity and company limited by guarantee, complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to organisational activities contained therein
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times
- Promoting and developing the charity in order for it to grow and maintain its relevance to society
- Representing the Society at functions and meetings, developing an understanding of the work of the Society and the people it works with
- Acting as the Trustee representative on the Society's Adoption Panel, where elected
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies

- Interviewing, appointing and monitoring the work and activities of the senior paid staff (e.g. through regular written reports to Council; through regular performance appraisal)
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance
- Acting as a counter-signatory on charity cheques in accordance with relevant mandates and any applications for funds, if appropriate
- To maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the Society

## Accountable to

As the Council are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: service users, members, staff, supporters, funders, the Charity Commission and Companies House.

**St Francis' Children's Society**

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