



## **The Norwich Centre**

### **The Norwich Centre for Personal, Professional and Spiritual Development**

#### **Job Description - Trustee**

##### **1. What it means to be a Trustee**

The trustees of a registered charity are responsible for controlling the management and administration of the organisation.

##### **2. The Formal Duties and Responsibilities of Trustees**

The Norwich Centre's governing documents are its Deeds of Trust and they set out the formal duties and responsibilities of the trustees. Trustees will be given a copy as part of their induction.

The following are general duties, conferred on trustees by the Charity Commission:

- a) to help protect the property and interests of the Norwich Centre
- b) to give time to the administration of the Norwich Centre and take an active part in running it
- c) to understand the purpose of the Norwich Centre and the way it works
- d) to be generally aware of the Norwich Centre's financial position
- e) in the case of new trustees, to meet fellow trustees and to find out about the Norwich Centre
- f) to help ensure that all necessary statutory documents are returned to the Charities Commission on time

- g) to act reasonably and prudently in all matters
- h) to avoid letting their personal prejudices affect their conduct as a trustee of the charity

### **3. Additional Duties and Responsibilities**

- a) to act in the best interests of the Norwich Centre at all times
- b) never to undermine in public the good name of the Norwich Centre, the other trustees, the staff or volunteers
- c) to achieve at least 75% attendance at Full Board meetings
- d) to attend, as far as possible, the Norwich Centre's events, when invited to do so
- e) to actively help raise endowment funds by utilising personal and professional networks
- f) to attend the Norwich Centre's trustee training and development events
- g) to recognise the role of the staff and understand the extent of the trustees' powers to delegate to them
- h) as far as possible, to be available to offer advice and support to other trustees and staff as well as for the purposes of carrying out day-to-day duties such as the signing of Norwich Centre cheques
- i) to respond to all Norwich Centre correspondence within fourteen days of receiving it, where practical

### **4. People who cannot be a trustee**

The following people cannot be a trustee of the Norwich Centre:

- a) anyone under the age of 18
- b) anyone who has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- c) anyone who is an undischarged bankrupt
- d) anyone who has previously been removed from trusteeship of a charity by the courts or the Charity Commissioners
- e) someone who is, or becomes, of unsound mind

**The Norwich Centre**  
**Person specification - Trustee**

All trustees need certain qualities such as integrity and commitment and by agreeing to become a charity trustee, to exercise the duty of care. However, not every trustee will have the full range of skills and experience ideally required by a board.

As required by the Charity Commission, every trustee is obliged to confirm his/her eligibility to act as a charity trustee.

Each trustee must have:

- a commitment to the organisation
- a willingness to devote the necessary time and effort
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team
- Nolan's seven principles of public life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

In addition, all trustees are expected to participate in induction sessions about the Norwich Centre. They are also asked to offer one, two or three of the following:

- 1      Legal, finance, marketing, PR or fund development skills.
- 2      Experience of public, private or voluntary sectors in meeting community or individual needs.
- 3      Experience of counselling or being a professional counsellor.