

Trustees/Committee Roles and Responsibilities Draft

Trustees Job Description

Job area	Key tasks
1. Provide overall direction for the trust	Participate in annual planning
2. Set policy and supervise implementation	Write policy, set review date, review and update policy Possible policy areas: Service provision Health and safety Financial Recruitment- staff Staff training and supervision Volunteers – vetting, training, reimbursement, acknowledgement Complaints Cultural Marketing
3. Participate in decision-making on trust matters and assist with delegated tasks	<ul style="list-style-type: none"> • Attendance at trust and sub committee meetings • Preparation for and follow up on the material for meetings, delegated tasks
4. Ensure the good management of the Trusts assets	<ul style="list-style-type: none"> • Review assets • Ensure budget for purchase of new assets
5. Ensure ongoing accountability of the Trust	<ul style="list-style-type: none"> • Ensure regular reporting of activities and finances to trust • Ensure requirements of funders and companies office are met
6. Comply with the legislative and Trust deed requirements	Ensure familiarity and compliance with the following: Employment Relations Act Human Rights Act Health and Disability consumer Rights Act Occupational Health and Safety in Employment Act (OSH) The Privacy Act
7. Assist with the marketing and promotion of the Trust	<ul style="list-style-type: none"> • Attend community meetings related to trust roles • Being available to the community as required
8. Assist the Manager as required	Being available to confer with the Chairperson or Manager as required

Role of the Chairperson

1. Attend all Trust meetings
2. Lead the Trust
3. Set the agenda and chair all required Trust meetings in an inclusive manner
4. Produce an annual report for Trust annual general meeting- (The Manager provides a monthly report to the Trust).
5. Undertake the role of the primary Trust contact and spokesperson regarding all significant issues
6. Maintain the supervision of the Manager (may be done by a separate employment subcommittee)
7. Assist with the training of all Trustees, especially new Trustees, in order that Trustees can meet their potential

Role of the Treasurer

1. Attend all Trust meetings
2. Liaise with the Financial Manager for the organisation
3. Produce monthly reports for the Trust meetings in consultation with the Financial Manager
4. Prepare annual budgets
5. Prepare funding applications or delegate this responsibility appropriately
6. Undertake the role of financial spokesperson for the organisation

Role of the Secretary

1. Attend all Trust meetings
2. Prepare agendas in consultation with the Chairperson and circulate prior to the Trust meetings
3. Record minutes at Trust meetings
4. Send out minutes with agenda and monthly manager's and financial report a week prior to trust meetings. Keep a copy on file with monthly reports.
5. Record all incoming and outgoing correspondence.
6. Maintain Trust membership lists.