

Chinese Information and Advice Centre

Title: Trustee

Job Description

Role

Trustees of the CIAC are members of the Board of Trustees. The Board is the governing body of the CIAC and holds ultimate power and responsibility. The Board's duty is to act in the interests of the beneficiaries. It sets clear objectives, establishes priorities, safeguards the assets (money, property, equipment, human resources) and uses them effectively and exclusively to benefit those for whom the CIAC exists to help. The CIAC is well managed and operates legally within the agreed policies.

Duties and Responsibilities

The general statutory duties and responsibilities of a Trustee are to:

1. Ensure that the CIAC complies with its governing document, charity law, company law and any other relevant legislation or regulations.
2. Ensure that the CIAC pursues its objects as defined in its governing document.
3. Ensure the CIAC uses its resources exclusively in pursuance of its objects; the CIAC must not spend money on activities, which are not included in its own objects, no matter how worthwhile or charitable those activities are.
4. Contribute actively to the Board of Trustees' role in giving firm strategic direction to the CIAC, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. Safeguard the good name and values of the CIAC.
6. Ensure the effective and efficient administration of the CIAC.
7. Ensure the financial stability of the CIAC.
8. Protect and manage the property of the CIAC and to ensure the proper investment of the CIAC's funds.
9. Appoint the Chief Executive/Office Manager and monitor his/her performance.
10. Give due consideration to keep the CIAC's business confidential and not to disclose outside the Board.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions which may include:

11. Scrutinising Committee papers.
12. Leading discussions.
13. Focusing on key issues.
14. Providing guidance on new initiatives.
15. Other issues in which the Trustee has special expertise.

Trustee person specification

Trustees should possess the following skills, knowledge and experience:

1. Demonstrable commitment to the mission and the objects of the CIAC.
2. Willingness to devote the necessary time and effort.
3. Strategic vision.
4. Good, independent judgement.
5. Ability to digest information/issues and to think creatively.
6. Willingness to speak their mind.
7. Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.

8. Ability to work effectively as a member of the team.
9. Nolan's seven principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
10. Willingness to abide by and respect the confidentiality of Board business and data protection.