



Trustee Role Description

Overall Purpose

To work with Board colleagues to ensure Manchester Settlement is governed effectively and in line with its vision, values and charitable objectives.

Strategic leadership and governance

- To provide strategic leadership for the organisation by taking part in formulating and reviewing its strategic aims, setting overall policy, and evaluating performance.
- In co-operation with the Board and Chief Executive, help to draw up and review strategy documents which embody Manchester Settlement's objectives.
- Consider the organisation as a whole and its beneficiaries, whether as a member of the Board or any of its sub committees or working groups.
- Attend and contribute to meetings of the Board and ensure it makes sound decisions.
- Contribute specific skills, insight and contacts and support the organisation in fundraising activities.
- Ensure there is a clear, agreed and effective approach to supporting equality, diversity and inclusion throughout the organisation and in the practice at the Board.

Internal performance and development

- Work with the Chair to appoint the Chief Executive and monitor his/her performance.
- Provide oversight and direction to the charity and bring support and constructive challenge to the organisation, its staff and, in particular, the most senior members of staff.
- Ensure, through effective monitoring and controls that the organisation complies with the legal and financial requirements of a charitable organisation
- Support the Chair as required in disciplinary or grievance hearings with the support of Manchester Settlement's HR advisor.
- Through your relationship with the senior members of staff, create the conditions in which the Charity's staff are confident and enabled to provide the information, advice and feedback necessary to the Board.
- Be willing to take a lead on areas identified by the Board as important and contribute to Sub Groups or working groups as required.

Culture, effectiveness and individual responsibility

- Lead by example, and ensure you reflect Manchester Settlement's values positively.
- Provide a focus on strategy, performance and assurance, rather than operational matters, and reflect this in what is delegated (in line with the Scheme of Delegation).
- Be an active member of the Board in exercising its responsibilities and functions.
- Take part in training and development sessions provided for the benefit of the Board members.
- Reflect the Board members' policies and adhere to the Scheme of Delegation on all its sub-committees and working groups.

- Contribute your specific skills, knowledge or experience to help the Board members reach sound decisions; this may involve scrutinising Board papers, leading discussions, or providing advice and guidance on new initiatives.
- Follow the code of conduct at all times, including in sub committees or working groups.
- Proactively report any potential conflicts of interest in line with the organisation's policy.
- Where individual Board members are also involved in operational activities, (for example as volunteers or member organisation), ensure you are clear about the capacity in which you are acting at any given time and understand what you are and are not authorised to do.