

## TRUSTEE ROLE DESCRIPTION

### **Main Purpose of the role:**

Trustees are responsible for directing the affairs of the charity and ensuring it is governed and managed to be capable of delivering its aims and objectives in line with the Charity Objects. An effective Board will provide good governance and leadership by working effectively both as individuals and as a team. On a cohesive Board trustees think together, rather than alike, arriving at the best decision in the best interests of the charity.

### **Key responsibilities:**

Working collectively trustees must:

- 1) ensure the charity has a clear vision, mission and strategic direction and remains focused on achieving these.
- 2) be collectively responsible for the performance of the charity
- 3) ensure compliance with all legal and regulatory duties and requirements.
- 4) act as a guardian of the charity's assets taking all due care over their security, deployments and proper application.
- 5) ensure good governance of the charity

Duties required to ensure the key responsibilities are achieved:

- 1) **Ensuring the charity has a clear vision and strategic direction and remains focused on achieving these. Trustees must ensure:**
  - 1) the charity has a clear vision, mission and Strategic Plan that ensures delivery of the charity's objects; which has been agreed by the Board with a common understanding of this by trustees and staff.
  - 2) the business, operational and long term plans and targets support the Strategic Plan.
  - 3) the Board Policies support the Strategic Plan.
  - 4) there are effective systems:
    - I. to consider current and future equine welfare demands

- II. To be conscious of the external equine welfare environment and alert for changes and issues that may affect the charity
- III. To regularly review the Strategic Plan.

**1. Being collectively responsible for the performance of the charity trustees agree to:**

- 1) Engage with the Strategic Plan, its annual targets and consider regular reports on its progress
- 2) ensure that the fundamental principles and values of the charity are articulated and reflected throughout the charity and to the public.
- 3) act reasonably, prudently and collectively in all matters relating to the charity and always act and make decisions in the best interests of the charity.
- 4) hold the Chief Executive to account for the management and administration of the charity.
- 5) Be active, and make available their skills, experience and knowledge to support the Chief Executive.
- 6) ensure the Chief Executive receives an annual appraisal with constructive feedback on their performance.
- 7) approve Board Policies
- 8) assist the Chief Executive to develop a safe learning environment with staff performance appraisals and on-going professional development opportunities for staff and volunteers

**2. Ensuring that the charity complies with all legal and regulatory duties and requirements. Trustees are to ensure:**

- 1) The charity complies with all legal, regulatory and statutory duties and requirements including Companies House and Charity Commission.
- 2) Compliance with the Articles of Association, rules and constitution that govern the charity and to regularly review the constitution for legal and regulatory compliance and relevance to the charitable Objects.
- 3) There is clear and unequivocal delegation of authority to the Chief Executive and Subcommittees
- 4) All Policies are complied with and reports to the Board include any breaches of the Risk Register

**3. Act as a guardian of all the charity's assets taking all due care over their security, deployments and proper application. Trustees are to:**

- 1) ensure that the Risk Register is complied with, reviewed annually and that Policies and Procedures are in place to mitigate or minimise risks.

- 2) ensure that the income and property of the charity is utilised in line with the Objects and for the purposes set out in the governing document and for no other purpose.
- 3) be accountable for the solvency of the charity.
- 4) exercise effective overall control of the finances and investments to ensure they are not open to abuse.
- 5) ensure that intangible assets such as organisational knowledge, expertise, intellectual property and the charity's reputation are properly valued, utilised and safeguarded.
- 6) ensure that land owned by the charity remains in good condition, that its boundaries are not being encroached upon and its use is of benefit to the charity.
- 7) ensure that all income due to the charity is optimised and gathered in, that all tax benefits are sought and obtained and all rating relief due is claimed.

**4. Ensure good governance of the charity. Trustees are to:**

- 1) ensure that the charity has a governance structure that is appropriate to its size, complexity, stage of development and its Objects, and that enables the trustees to fulfil their responsibilities.
- 2) reflect annually on the performance of the Board and their individual performance as a trustee.
- 3) ensure that the Board has the requisite skills required to govern the charity well, and has access to relevant external professional advice and expertise.
- 4) ensure that there is a systematic, open and fair procedure for the recruitment of trustees.
- 5) ensure that there is a succession plan for the Chairman and the Chief Executive.
- 6) participate in individual and collective development and training of trustees.
- 7) require full disclosure of information to the Board to enable trustees to act collectively to make decisions in the best interests of the charity.
- 8) abide by the Code of Conduct for trustees
- 9) respect and comply with the Governance Policy and all its related Procedures

*Bransby Horses relies on its Trustees to  
lead by example,  
to safeguard and enhance its reputation  
and secure longevity.*

BE BRAVE