

Job Description: Company Director/Trustee of the Benevolent Fund

Overall Purpose

Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the Memorandum & Articles of Association, (the Fund's governing document) and other legal and regulatory guidelines.

Statutory Responsibilities

- To ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the charity pursues its objects as defined in its Memorandum & Articles of Association.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public trust and confidence in the charity.
- To contribute actively to the Trustee Board's role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To ensure the proper investment of the charity's funds and the financial stability of the organisation.

Principal Duties

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its Memorandum & Articles of Association and in furtherance to the organisational activities contained therein.
- Acting in the best interests of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain its relevance to society for the public benefit.
- Maintaining sound financial management of the Fund's resources, ensuring expenditure is in line with the charity's objects, investments are in accordance with the investment policy document and activities meet accepted standards and practices.
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
- Fostering good relations with The Institution of Mechanical Engineers and taking every opportunity to promote the Benevolent Fund's activities amongst members of the Institution.
- Acting as a counter-signatory on charity cheques and fund transfers, if so authorised and as and when required.
- Maintaining absolute confidentiality concerning all sensitive/confidential information received in the course of trustee's responsibilities to the charity.
- Abiding by the principles of the published code of conduct for volunteers

Accountability

Trustees are severally and jointly responsible for the governance and operations of the charity. As such, Trustees are principally accountable to the Charity Commission, Companies House and also, in varying degrees, to the Fund's donors and beneficiaries.

Trustee person specification

- Commitment to the aims and ethos of the organisation
- Ability and willingness to devote the necessary time and effort
- Strategic vision
- Sound, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Acceptance of Nolan's seven principles of public office: selflessness, integrity, objectivity, accountability, openness, honesty and leadership