



**Job Description: Trustee**

<b>Role Title:</b>	<ul style="list-style-type: none"> <li>▪ <b>Trustee</b></li> </ul>
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>▪ <b>To work closely with Chair of Trustees, other Trustees as well as RitC CEO</b></li> </ul>
<b>Role Purpose:</b>	<ul style="list-style-type: none"> <li>▪ <b>To have and accept ultimate responsibility for directing the affairs of RitC and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.</b></li> </ul>

<b>Essential Qualities of Role Holder</b>	<b>Desirable Qualities of Role Holder</b>
<ul style="list-style-type: none"> <li>▪ Passionate about the reasons RitC exists for</li> <li>▪ Objectivity, accountability, honesty, openness, integrity, selflessness and leadership</li> <li>▪ Good communication</li> <li>▪ Team player</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous experience as a Trustee</li> <li>▪ Knowledge of the type of work undertaken by the organisation</li> </ul>

<b>Responsibility Area</b>	<b>Responsibilities</b>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>▪ To have read and understood RitC governing document and ensure that it remains true to the charitable purpose and objects set out there.</li> <li>▪ To ensure that RITC pursues its objects as set out in its governing document.</li> <li>▪ To act at all times in the interest of the beneficiaries of RITC.</li> <li>▪ To understand the legal responsibilities of a Trustee.</li> <li>▪ To ensure that RITC acts within the law - as a charity, as an employer, in respect of equal opportunities, in the meeting of health and safety requirements and in respect of all other legal requirements.</li> <li>▪ To ensure that RITC accounts for its activities to its funders, the Charity Commission, as well as the local community and any others as required.</li> <li>▪ To comply with the requirements of other legislation and other regulators (if any) which govern the activities of RITC.</li> <li>▪ To ensure that RITC manages its affairs reasonably and properly.</li> </ul>
<b>Prudence</b>	<ul style="list-style-type: none"> <li>▪ To ensure that all RITC money and assets are prudently managed and used in pursuit of the objects of the organisation.</li> <li>▪ To avoid undertaking activities that might place RitC s endowment, funds, assets or reputation at undue risk.</li> <li>▪ To ensure that money is spent in relation to the purpose it was given for.</li> </ul>
<b>Duty of Care</b>	<ul style="list-style-type: none"> <li>▪ To use reasonable care and skill in the work undertaken as a Trustee, using personal skills and experience as needed to ensure that RITC is well-run and efficient.</li> <li>▪ To consider getting external professional advice on all matters where there may be material risk to the charity, or where the Trustees may be in breach of their duties.</li> </ul>
<b>Vision</b>	<ul style="list-style-type: none"> <li>▪ To understand and be committed to the mission of RITC.</li> <li>▪ To ensure that RitC strategic plan is kept up to date.</li> <li>▪ To keep informed about the activities of RITC and the wider issues which affect its work.</li> <li>▪ To monitor and evaluate the work of RITC on regular basis.</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>▪ To act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>▪ To attend RITC meetings and to read papers in advance of those meetings.</li> <li>▪ To work jointly with other members of RitC Board.</li> </ul>