

## **Job Description – Trustee Board Member**

### **Role Summary**

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

### **Key Duties & Responsibilities**

- Act in the interests of Includem at all times, including addressing any conflict of interest should it arise
- Seek, in good faith, to ensure that Includem operates in a manner that is consistent with its purpose
- Work collaboratively with the Board of Trustees to set and maintain the strategic direction of the organisation
- Ensure that the organisation complies with its responsibilities in relation to good governance
- Maintain an overview of the organisations financial performance
- Shared responsibility for Board decisions, ensuring that decisions made are in good faith, in the best interests of the organisation and consistent with its purpose.
- Act with the care and diligence that is reasonable to expect of a person who is managing the affairs of another person
- Have sufficient understanding of and ensure that Includem complies with its statutory responsibilities
- Act in accordance with Includem’s Code of Conduct for Trustees, values and constitution
- Contribute actively to the work of the Board, attending regularly and being prepared for meetings
- Offer support and challenge to board colleagues and staff, adhering to collective responsibility once decisions are made
- Take responsibility for building and maintaining your skills and knowledge of corporate governance, Includem and its external environment, taking part in training and self-evaluation activity
- Promote and represent the organisation externally as required.