

Director/Trustee - [ORGANISATION NAME]

Remuneration	The role of Director is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location	[LOCATION]
Time commitment:	[NUMBER] Board meetings per year

Job Description

To be a Director of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Director is to ensure that [ORGANISATION NAME] fulfils its duty to its beneficiaries through [INSERT] and delivers on our vision, mission and values.

[INSERT VISION HERE]
[INSERT MISSION STATEMENT HERE]
[INSERT KEY VALUES HERE]

The statutory duties of a director are:

- To ensure the organisation complies with its governing document – the rules.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the organisation must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Directors' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- If the organisation employs staff, to appoint the Chief Executive Officer and monitor his or her performance.

In addition with other directors to hold the organisation “in trust” for current and future beneficiaries by:

- Ensuring that the organisation has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the organisation and for its “corporate” behaviour; ensuring that the organisation complies with all legal and regulatory requirements.
- Acting as guardians of the organisation’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the organisation’s governance is of the highest possible standard.

As well as the various statutory duties, any director should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Director will be expected to perform all such additional duties as are reasonably commensurate with the role.