



## **Trustee Role Description**

Trustees are responsible under Torbay Coast & Countryside Trust's governing document for overseeing the management and administration of the Trust.

The role of a Trustee is to:

1. Ensure that Torbay Coast & Countryside Trust (TCCT) complies at all times with its governing document, charity law, company law and all relevant legislation / regulation to achieve its aims as defined in the governing document. This includes:
  - (a) To promote the conservation, protection and improvement of the physical, natural, built environment and heritage in Torbay and surrounding areas
  - (b) To provide or assist in the provision of facilities in the interests of social welfare for appropriate recreation, whilst improving the conditions of life for those living in, working or visiting Torbay
  - (c) To advance public education to encourage behavioural change in sustaining, conserving and protecting Torbay's natural environment and heritage.
2. To maintain proper financial control and ensure that TCCT applies its resources exclusively in pursuit of its aims.
3. To set and maintain vision, mission and values.
4. To develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To ensure accountability.
6. To set up employment procedures and respect the roles of staff/volunteers.
7. To support the operational management of the organisation.
8. To draw up and monitor the implementation of internal policies, which must include equality and diversity, as well as health and safety policies, grievance and disciplinary procedures.
9. To ensure that risk assessments for all aspects of the organisation are carried out.
10. To safeguard the good name and values of TCCT.
11. To maintain effective board performance and ensure the efficient administration of TCCT including funding, insurance and premises.
12. To promote and be an ambassador for TCCT.
13. To always act in the best interests of TCCT.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the board reach sound decisions. These may involve scrutinising board and committee papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise.