



Role Profile of a Trustee of Ripon Museum Trust

The duties of trustees are:

- To ensure the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those objects are) for the benefit of the public.
- To ensure the organisation defines its goals and evaluates its performance against targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Director (chief executive).
- In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing guidance on new initiatives, or other issues in which the trustee has special expertise.

Trustee person specification

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively in a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Sitting on appraisal, recruitment and disciplinary panels as appropriate

Trustee Role Description created using Good Trustee Guide from NCVO

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