

## **CMT UNITED KINGDOM**

### **Trustee job description**

#### **The statutory duties of a trustee**

- 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 pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of trustees' 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 charity and to ensure the proper investment of the charity's funds

#### **Other duties**

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
- Other issues in which the trustee has special expertise
- Participating in working groups outside of Board meetings

### **Trustee person specification**

- Commitment to the organisation
- Willingness to devote the necessary time and effort – which could be several hours per week to keep up with incoming emails and correspondence, plus a minimum of five weekends per year: four Trustee meetings (at present, but being reviewed), plus the Annual General Meeting and Conference, together with conference calls/webinars as necessary
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## **Trustee Code of Conduct**

- **Organisational values**

As a trustee of CMT United Kingdom, I promise to abide by the fundamental values that underpin all the activity of this organisation. These are:

### **Accountability**

Everything CMT United Kingdom does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, funders, Parliament and the courts.

### **Integrity and honesty**

These will be the hallmarks of all conduct when dealing with colleagues within CMT United Kingdom and equally when dealing with individuals and institutions outside it.

### **Transparency**

CMT United Kingdom strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, members, staff, charity regulators and Parliament.

Additionally, I agree to the following points:

### **Law, mission, policies**

- I will not break the law or go against charity regulations in any aspect of my role of trustee.
- I will support the mission and consider myself its guardian.
- I will abide by organisational policies.

### **Conflicts of interest**

- I will always strive to act in the best interests of the organisation.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

### **Person to person**

- I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, volunteers, members or anyone I come into contact with in my role as trustee.
- I will strive to establish respectful, congenial and courteous relationships with all I come into contact with in my role as trustee.

### **Protecting the organisation's reputation**

- I will not speak as a trustee of this organisation to the media or in a public forum without the prior knowledge and approval of the Chair, Officer or COO (ie, Vice Chair, or Treasurer)
- When prior consent has not been obtained, I will inform the Chair at once when I have spoken as a trustee of this organisation to the media or in a public forum.
- When I am speaking as a trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
- I will respect organisational, board and individual confidentiality.
- I will take an active interest in the organisation's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.

### **Personal gain**

- I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to procedure.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

### **In the boardroom**

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by CMT United Kingdom.
- I will abide by board governance procedures and practices.
- I will strive to attend all board meetings, giving apologies ahead of time to the Chair if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority board vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or board to speak of it.

### **Enhancing governance**

- I will participate in induction, training and development activities for trustees.
- I will continually seek ways to improve board governance practice.
- I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.
- I will support the Chair in his/her efforts to improve his/her leadership skills.

### **Leaving the board**

- I understand that substantial breach of any part of this code may result in my removal from the trustee board.
- Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resigning.

Reviewed February 2016