

## Role description for:

### Trustee of the Gardens of Easton Lodge Preservation Trust

#### Background

GOEL is a Company Limited by Guarantee and a registered charity. Trustees are Directors of the company and Trustees of the charity under charity law. They must direct the Trust to secure compliance with its company Articles of Association and charity law, in keeping with best practice codes of governance.

Trustees are elected by Members of the Trust or appointed by Trustees to fill vacant places. They are accountable to Members for meeting their responsibilities and are subject to re-election every three years.

#### Trustee's duties

Trustees are expected to attend:

- Meetings of the Trustees (4 a year)
- The Annual General Meeting

Trustees may be expected to attend/chair sub-committees/working groups as necessary. Standing committees are currently the Local Management Committee and the Governance Group.

Trustees are required:

- To ensure that GOEL complies with its governing document (Articles of Association), charity law, company law and other relevant legislation or regulations
- To ensure that GOEL pursues its charitable objects as defined in the governing document, with a strategy and plans in place accordingly.

#### Trustee's responsibilities

- 1) To contribute actively to giving firm strategic direction to GOEL, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- 2) To draw on their knowledge or experience and proper scrutiny of Trustee and committee papers to assist decision-making; and where appropriate leading discussions, focusing on key issues, and providing advice and guidance on new initiatives, or other issues relevant to the area of the charity's work in which the trustee has special expertise

THE  
FORGOTTEN GARDENS OF  
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- 3) To ensure that GOEL applies its resources exclusively in pursuance of its charitable objects, i.e. not spending money on activities not included in the governing document, no matter how worthwhile or charitable those activities are
- 4) To promote GOEL's values, objectives and initiatives at all appropriate opportunities
- 5) To safeguard the good name and values of GOEL: complying with the Code of Conduct for Trustees; declaring conflicts of interest as appropriate; and applying an equal opportunities approach
- 6) To ensure the effective and efficient administration and the financial stability of GOEL
- 7) To protect and manage GOEL's property and the proper investment of its funds
- 8) To review GOEL's progress against its strategy and budget and raise issues where appropriate on its sustainability and for decision on actions to be taken to address risks
- 9) To attend GOEL's events and activities and participate for example in fundraising.
- 10) To keep informed about the activities of GOEL and wider issues which affect its strategy and achievement of its mission
- 11) To be prepared to serve for the full term of three years, subject to re-election thereafter

Date: September 2016