



Rickmansworth Waterways Trust

Trustee Role

Document Number P09

Date Reviewed and Approved by the Trustees – March 2021



The Trustee Role

The duties of a trustee are:

1. To ensure that the organisation complies with its governing document and any other relevant legislation or regulations
2. To ensure that the organisation pursues its objectives as defined in its governing document
3. To ensure the organisation applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are
4. To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
5. To safeguard the good name and values of the organisation
6. To represent the organisation at functions and meetings as appropriate
7. To declare any conflict of interest while carrying out the duties of a trustee
8. To be collectively responsible for the actions of the organisation and other trustees
9. To ensure the effective and efficient administration of the organisation
10. To abide by the equal opportunities policy
11. To ensure the financial stability of the organisation
12. To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
13. To make sure the organisation is properly insured against all reasonable liabilities
14. To appoint and support any employees and monitor their performance
15. In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise
16. To attend meetings, and to read papers in advance of meetings
17. To attend sub-committee meetings as appropriate
18. To participate in other tasks which might arise from time to time, such as interviewing new staff or helping with fundraising
19. To keep informed about the activities of the organisation and wider issues which affect its work

The Chair's role

The Chair has the following duties in addition to those duties set out above:

1. To plan the annual cycle of trustee meetings and to set the agendas for these
2. To chair all general meetings and trustee meetings and to nominate a stand-in when not available
3. To give the trustees direction for policy making
4. To bring impartiality and objectivity to decision-making
5. To ensure that decisions taken are implemented
6. To facilitate any changes deemed to be necessary to improve the running of the trust
7. To review any conflicts of interests which might prevent a trustee participating in any particular business

Trustee person specification

Each trustee must have:

- integrity
- a commitment to the organisation and its objectives



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- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- a willingness to devote the necessary time and effort to their duties as a trustee
- strategic vision
- good, independent judgment
- an ability to think creatively
- willingness to speak their mind
- an ability to work effectively as a member of a team

The board of trustees as a whole will need skills and experience in the following areas:

- setting targets, monitoring and evaluating performance and programmes
- financial management, including charity Statement of Recommended Practices (SORP)
- the type of work being done by the organisation
- legal matters
- fundraising
- recruitment and personnel management, including a knowledge of employment legislation
- public relations
- marketing
- computers and information management
- campaigning
- education and learning

Keeping abreast of local and national current affairs, political and economic developments and changing legislation may prove very helpful in determining the Trust's campaigns, strategic planning, and funding aspirations.

Person specification for role of chair

In addition to the requirements for trustees the following are required of the chair. They are also highly desirable attributes for trustees:

- leadership skills
- tact and diplomacy
- good communication and interpersonal skills
- impartiality, fairness and the ability to respect confidence