

DIBDEN ALLOTMENTS FUND

Registered Charity No 255778

7 Drummond Court, Prospect Place, Hythe, Southampton, Hampshire SO45 6HD

TRUSTEE JOB DESCRIPTION

Being a Trustee carries legal responsibilities and duties.

It is not a position of honour without responsibility; it requires time, understanding and effort

PRIMARY PURPOSE OF A TRUSTEE:

Trustees are individually and jointly responsible under the Funds governing document for controlling the management and administration of the Fund, its assets and resources and for compliance with Charity Law

PRIMARY DUTIES:

- 1. At all times act prudently, lawfully and in accordance with the Funds governing document and ensure that the administration of the Fund is not open to abuse**
- 2. Work with other Trustees and the Clerk to review and update the strategic aims, objectives and direction of the Fund**
- 3. Work with other Trustees and the Clerk to develop and improve the effectiveness of the Funds operations**
- 4. Actively participate in the regular monthly Trustee Meetings and other meetings as required and undertake actions arising from them**
- 5. Actively participate in at least one of the Fund's sub-committees (currently Policy and Finance) and attend related meetings**
- 6. Actively participate in the weekly Small Apps meeting on approx 17 occasions each year and carry out home visits when necessary to validate or clarify the needs of the applicants**
- 7. From time to time represent the Fund at external meetings and functions and report back to the Chairman and other Trustees in a timely manner**
- 8. From time to time promote and advertise the Funds work by means of presentations to other charities and potential beneficiaries**
- 9. Undertake special assignments as may be requested by the Chairman of Trustees or one of the sub-committee Chairman**
- 10. Carry out at least two monthly or one quarterly Financial Reviews each year**
- 11. Take an active part in Open Days and other public meetings of the Fund**
- 12. Provide confidential input to the Clerk's annual appraisal**