**Job Purpose**

Suffolk Community Foundation is a Company Limited by Guarantee. The Board Trustees (or Directors of the Company) are appointed to manage the affairs of the company in accordance with its Memorandum and Articles of Association, Charity and Company Law.

Because SCF is also a registered charity, the Board Trustees have a second responsibility of controlling the management and administration of the charitable activities of SCF.

SCF’s governing documents are the Memorandum and Articles of Association and they set out the formal duties and responsibilities of Board Trustees. Board Trustees should familiarise themselves with their contents. Trusteeship of the Board is personal and cannot be transferred to any other person (e.g., Board Trustees cannot ask others to deputise for them at meetings or events).

**Formal Duties and Responsibilities**

The following duties and responsibilities are conferred upon Board Trustees by the Charity Commission and/or Companies House to:

* Undertake all reasonable measures to protect the property and interests of SCF.
* Be willing and able to give time to the efficient administration of SCF and to be prepared to work with all other Trustees to take an active part in the effective running of the organisation.
* Be familiar with the purposes and procedures of SCF and to always be aware of the nature and status of its resources.
* In the case of a new Board Trustee, take the first opportunity to meet fellow Board Trustees and to find out about SCF. They should also familiarise themselves with the latest annual report and audited accounts.
* In the case of new Board Trustees, confirm in writing that they understand and accept their responsibilities.
* Ensure that all necessary statutory documents are returned to Companies House and the Charities Commission on time, so that the organisation meets its legal and financial reporting requirements.
* Regularly review the performance of the organisation and contribute to its future strategic direction.
* Act reasonably and prudently in all matters.
* Declare any conflict of interests in line with SCF policy and to ensure that Board Trustees or their companies do not financially benefit from SCF’s business, unless they are providing a service and were engaged in accordance with Charity Law.

**General Duties and Responsibilities**

The following duties and responsibilities are not necessarily established in law or by the specific recommendation of the Charity Commission/Companies House. However, they have been adopted by SCF, because they are considered important to the successful running of the organisation. These duties and responsibilities are to:

* Act in the best interests of SCF at all times and be committed to SCF’s vision, mission and values.
* Achieve at least 75% attendance at Board Meetings save when prevented by illness.
* Join one or more of the committees (currently Governance and Grants; Finance, Investment and Audit; Fund Development and Corporate, Local Authority and Professional Partnerships) according to the individual’s skills and experience and to attend at least 75% of the committee’s meetings.
* Attend, as far as possible, SCF’s events and act as a spokesperson for SCF.
* Actively help raise funds by utilising personal and professional networks.
* Actively encourage donors to take advantage of SCF’s grant administration service by utilising personal and professional networks.
* Actively promote SCF amongst potential grant beneficiaries and the wider voluntary and community sector.
* Gain a wider knowledge of community foundations in the UK and internationally through participating in and attending Community Foundation Network events and visiting other community foundations.
* Recognise the role of the staff and understand the extent of Board Trustees’ powers to delegate matters to them.
* Be available to offer advice and support to other Board Trustees and the staff for the purposes of carrying out day-to-day duties and special projects.
* Respond to all foundation correspondence in a timely manner.
* Use personal and professional networks to recommend appropriate people (non-Trustees) to join the Board of Trustees or a committee if it needs strengthening.

**Person Specification**

Trustees should possess the following:

* Commitment to the vision, mission and values of the Community Foundation
* Understanding of and commitment to equal opportunities
* Ability to work effectively as part of a team

Experience of one or more of the following:

* the work of charities and voluntary organisations in Suffolk and the issues facing them
* management of charitable organisations
* grant programme management
* financial management and investment
* marketing, promotion and public relations
* donor and fund development experience and networks
* legal and estate planning
* human resources management
* local, regional and central government policy and funding
* business, technology and entrepreneurship
* excluded and/or disadvantaged people

### Terms

Appointments are for 3 years initially with the possibility of re-election by the membership for two further terms of 3 years each and thereafter on an annual basis, in line with the Articles of Association for Trustee appointment. Trustees are re-elected at the AGM.

**Eligibility**

The following people cannot, by law, be a Board Trustee of SCF:

* Anyone under the age of 18.
* Anyone undischarged from a bankruptcy or sequestration order.
* Anyone subject to a bankruptcy restrictions order or an interim order.
* Anyone subject to an outstanding arrangement or composition with, or trust deed for, creditors.
* Anyone who has previously been removed from trusteeship of a charity by a Court of the Charity Commission or the equivalent in Scotland.
* Anyone who is under a disqualification order under the Company Directors’ Disqualification Act. 1986 or the equivalent in Northern Ireland or an order under section 492(2) Insolvency Act 1986.
* Anyone who has been convicted of an offence involving deception or dishonesty (unless the conviction is spent under the Rehabilitation of Offenders Act 1974 or amending legislation).
* Anyone who has any financial interests in conflict with those of SCF (either in person or through family or business connections) except those which have been formally notified in a conflict of interest statement.
* Someone who is, or becomes, of unsound mind.

#### Expenses

All travel and out of pocket expenses relating to the Trustee role may be reimbursed if claimed. Mileage will be given at the agreed rate and all other appropriate expenses will be paid on the production of receipts. Trustees should submit claims to the Operations Director by the end of each calendar month on the expenses claim form provided.