

## Chance UK trustee role description

<b>POST TITLE</b>	<b>Compliance Trustee</b>
<b>RESPONSIBLE TO</b>	<b>The Board of Trustees</b>



### **Purpose**

To draw on experience as a trustee in the voluntary sector to ensure the Board of Trustees meet their requirements in ensuring Chance UK is run as a stable, effective and compliant organisation.

### ***Role-specific duties***

1. Providing expertise to the Board of Trustees to ensure that the charity remains solvent.
2. Ensuring that the charity uses its charitable funds and assets reasonably, and only in furtherance of the charity's objects.
3. Supporting the Training and Communications Manager in complying with Chance UK's legal responsibilities as a company limited by guarantee.
4. Supporting the Training and Communications Manager in complying with Chance UK's legal responsibilities as a registered charity, including data protection requirements.
5. To scrutinise board papers as appropriate, providing legal expertise where needed.
6. Working with the Treasurer, to ensure that the annual returns and accounts are completed in a timely fashion
7. Liaising with the Chief Executive and the Chair on compliance related issues.
8. Providing guidance on new initiatives.

### ***Statutory duties***

1. To ensure that Chance UK complies with its governing document, charity law, company law and any other relevant legislation or regulations
2. To ensure that Chance UK pursues its objects as defined in Memorandums and Articles of Association.
3. To ensure Chance UK uses its resources exclusively in pursuance of its objects
4. 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
5. To safeguard the good name and values of Chance UK.
6. To ensure the effective and efficient administration of Chance UK
7. To ensure the financial stability of Chance UK
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
9. To appoint the Chief Executive Officer and monitor his/her performance

### 3. PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS &amp; KNOWLEDGE</b>	
An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.	A legal or charity governance related qualification
<b>EXPERIENCE</b>	
Knowledge of the legal and structural obligations on UK charities	Experience of working on a Board of Trustees in a voluntary organisation
Knowledge of data protection	Experience advising charities on their legal duties and responsibilities
<b>SKILLS</b>	
Organisational and administrative skills	Communication and presentation skills.
<b>PERSONAL QUALITIES</b>	
Commitment to the vision and values of Chance UK	
Willingness and ability to devote the necessary time and effort to support the organisation.	

### 4. COMMITMENT REQUIRED

Trustee meetings are held every 6 times a year in London and last approximately 2 hours.

Additional role specific meetings will be required.

Reasonable travel expenses to attend meetings will be payable in accordance with Chance UK's volunteer policy.