

### **Duties**

- To ensure that Ealing Law Centre (ELC) complies with its governing document (ie. memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- To ensure that ELC pursues its objects as defined in its governing document
- To ensure that ELC applies its resources exclusively in pursuance of its objects (ie. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are).
- To regularly attend (as far as reasonably practicable) and to contribute actively to the Board's role in giving firm strategic direction to ELC, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard ELC's good name and values.
- To ensure ELC's effective and efficient administration, and to enter into contracts on its behalf.
- To ensure ELC's financial stability.
- To protect and manage ELC's property of the charity and to ensure the proper investment of its funds.
- To determine and review from time to time appropriate staffing structures for ELC, and to employ staff in accordance with such structures.
- To take part in recruitment and interview panels.
- To take part in appeals panels in respect of both grievance and disciplinary matters relating to employees.
- In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

### **Person Specification**

- A commitment to the organisation
- A willingness to devote the necessary time and effort.
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- Understanding and acceptance of Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. (See Code of Conduct).

