

## 1.0 Background

The Triangle Trust 1949 Fund (the Trust) is a charitable trust set up with an endowment from Sir Harry Jephcott in 1949, when he was managing director of Glaxo Laboratories Ltd. The Trust distributes around £650,000 a year in grants to voluntary and community organisations across the UK, and to a limited number of individuals who have a connection with the pharmaceutical industry. The grant giving is currently focused on supporting organisations working with unpaid carers and the rehabilitation of offenders or ex-offenders to improve their long-term sustainability.

The governance of the Trust is overseen by a Board of 8 Trustees, including a Chairman and Vice-Chairman, which meets 4 times per year. A Director and Grants Assistant are employed to manage and run the Trust.

## 2.0 Trustee Job Description

### Responsibilities

- To ensure the Trust complies at all times with its deeds of governance, charity law, any other relevant legislation or regulations and strives to achieve best practice.
- To maintain sound financial management of the Trust's resources, ensuring grant giving and expenditure is in line with its objects, and investment activities meet accepted standards and policies.
- To develop strategy and overall policy, and evaluate performance against these.
- To ensure risk assessments for all aspects of the Trust's business are carried out.
- To safeguard the good name and values of the Trust.
- To ensure the effective and efficient administration of the charity.
- To act reasonably and prudently in all matters relating to the charity and always keep the interests of the Trust and its grantees in mind.
- To appoint the Director, and provide encouragement and support to the Director and any other paid staff.

## **Tasks**

- To prepare for and attend 4 Board meetings per year and any other occasional meeting as and when required, e.g. strategy planning meetings, investment meetings, Director recruitment etc. (Trustee Board meetings are usually held in London, but may on occasion be held in another part of the country.)
- To review grant applications in preparation for Board meetings.
- To represent the Trust at events or meetings relevant to its grant giving activities.
- To review grantees progress reports and visit at least one grant recipient per year.
- To be a signatory for the Trust on the bank mandate, investment agreement and for any other purpose when required.
- To undertake any other tasks to support the Chairman as and when requested.
- To use any specific skills, knowledge or experience to help the Board make sound decisions.

## **3.0 Person Specification**

- Ability to work in a diplomatic way as part of a small Board of Trustees, with an aptitude for assessing information relating to impact and financial viability to make informed decisions on the outcome of grant applications.
- Prior experience of committees/Trustee work is desirable along with a wider involvement with the voluntary sector and empathy for the issues the sector is facing in the current changing environment.
- We support diversity and welcome applications from people with the relevant skills from all sections of the community.

## **4.0 Remuneration and Expenses**

Trustees are not remunerated for their time but will be reimbursed for reasonable travel and subsistence expenses occurred to attend board meetings and represent the Trust as required.

As well as the satisfaction of feeling that it can make a difference, the Board enjoys the intellectual challenges of governing the Trust and working together as a close team. The Board is a friendly group and meetings are usually followed by a social gathering for Trustees.

A full induction is given to new Trustees with ongoing opportunities to attend external training and events relevant to the Trust.

The Trust hosts an annual dinner and Christmas lunch for its Trustees and guests.

## **5.0 Term of Office**

Trustees are appointed for an initial term of 5 years, renewable for a further 5 years if mutually agreeable.

The Chairman and Vice Chairman are appointed from the existing Trustee board for an initial term of 5 years, renewable for a further 5 years if mutually agreeable (see separate policy document for process of appointing Chairman and Vice-Chairman).

If the Trustee is holding the position of Chairman or Vice Chairman when they reach the end of their 10-year term, their term as a Trustee can be extended by up to 5 years to allow them to complete the 5-year term as Chairman or Vice Chairman (ie up to a maximum of 15 years in total).

## **6.0 Recruitment Process**

For an informal discussion about the role please contact the Trust's Director, Joanne Knight, on 01707 707078 or email [info@triangletrust.org.uk](mailto:info@triangletrust.org.uk).

To be considered for the next Board vacancy please submit your CV and a brief supporting statement to [info@triangletrust.org.uk](mailto:info@triangletrust.org.uk).

## **7.0 Eligibility Note**

*Section 72(1) of the Charities Act 1993 disqualifies anyone who:*

- *has been convicted of an offence involving deception or dishonesty, unless the conviction is spent*
- *is an undischarged bankrupt*
- *has previously been removed from trusteeship of a charity by the court or the Charity Commissioners*
- *is under a disqualification order under the Company Directors Disqualification Act 1986*

*It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.*