

**Policy:** Trustee Job Descriptions

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**First approved:** 13 June 2014

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**Last reviewed:** 20 June 2022

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**Next review due:** June 2025

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## **1.0 Background**

The Triangle Trust 1949 Fund (TTT) is a charitable trust set up with an endowment from Sir Harry Jephcott in 1949, when he was managing director of Glaxo Laboratories Ltd. TTT distributes around half a million pounds a year in grants to voluntary and community organisations, and to a limited number of individuals who have a connection with the pharmaceutical industry. Our grant giving is currently focused on organisations supporting unpaid carers and the rehabilitation of offenders or ex-offenders.

The governance of TTT is overseen by a Board of 8 Trustees, including a Chairman and Vice-Chairman. The Board of Trustees meets 4 times per year, usually (not always) in London.

## **2.0 Trustee Job Description**

### **Responsibilities**

- To ensure TTT 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 charity's resources, ensuring grant giving and expenditure is in line with TTT's 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 TTT's business are carried out.
- To safeguard the good name and values of TTT.

- 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 TTT 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 TTT at events or meetings relevant to TTT grant giving activities.
- To review grantees progress reports and visit at least one grant recipient per year.
- To be a signatory for TTT 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 Chairman Job Description**

In addition to the responsibilities and tasks for a Trustee, the Chairman undertakes the following:

#### **Responsibilities**

- To lead the Board of Trustees in fulfilling its legal, financial and regulatory responsibilities.
- To work in partnership with the Director to achieve the mission of the TTT.

#### **Tasks**

- To chair Board meetings so that it functions effectively in carrying out its duties.
- To ensure the Board is transparent in its decision making processes.
- To encourage all Trustees to fulfil their duties and fully participate in meetings.
- To line manage the Director by monitoring, reviewing and supporting their work including regular (monthly) meetings.
- To prepare for and conduct the Director's annual appraisal.

- To work with the Director to complete the Trustees Annual Return for the Charity Commission.
- To respond to queries raised by the Director in a timely manner.
- To authorise the payments set up by the Director for grants, invoices, expenses and salaries using the online banking system or occasionally by cheque (where possible payments are made in batches about twice a month).
- To ensure board members and staff are recruited as and when required.
- To delegate specific tasks to individual Trustees as and when required.

#### **4.0 Vice-Chairman Job Description**

In addition to the responsibilities and tasks for a Trustee, the Vice-Chairman also undertakes the following:

##### **Responsibilities**

- To assist the Chairman by taking responsibility for discrete aspects of the governance. Specific responsibilities to be agreed according to the skill set of both the Vice-Chairman and Chairman.

##### **Tasks**

- To chair meetings of the Board in the absence of the Chairman.
- To authorise bank payments in the absence of the Chairman.
- To undertake any or all of the Chairman tasks in the prolonged absence of the Chairman.

#### **5.0 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 TTT as required.

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

#### **6.0 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).

## **7.0 Additional Note**

Trustees are required to sign a declaration that they are not disqualified by law from serving as a Trustee.

## Additional information relevant to Trustee Job Description

The information below should be kept alongside the Trustee Job Description and updated as and when required outside of the formal review process of the Trustee Job Description.

### 1.0 Board Skills Assessment – updated May 2019

Priorities 2016 -2019	Skills/Knowledge/Experience Required	Essential(E)/ Desirable(D)
1) To support carer and rehabilitation organisations to thrive in a changing environment.	Charity	E
	Social Enterprise	E
	Commercial Business	E
	Carer sector	D
	Rehabilitation sector	D
2) To have a straightforward transparent approach to grant giving, making it easy for applicants to apply.	Fundraising	D
	Grant giving	E
	Communications	D
	Marketing	D
3) To monitor and evaluate to keep our grants relevant.	Evaluation	D
	Public Affairs	D
4) To apply good governance to all that we do.	Legal	E
	Accounting (qualified)	E
	Investment Management	E
	Managing/employing staff	E
5) To deliver the current strategic aims and set future priorities.	Strategic planning	E
	Project Management	E

### 2.0 Current Trustees – updated May 2019

Trustee	Appointed	Re-appointed	Retires
Helen Moss – Chairman	19 Dec 2007	13 Dec 2012 Appointed as Chairman 20 Mar 2015	(Mar 2020)
Bruce Newbigging – Vice Chairman	17 Jun 2005	17 Jun 2010 Appointed as Vice- Chairman 20 Mar 2015	(Mar 2020)

Andrew Pitt	7 Oct 2010	1 Oct 2015	(Oct 2020)
James Anderson	13 Dec 2012	30 Nov 2017	(Dec 2022)
Julian Weinberg	20 Mar 2014	(Mar 2019)	(Mar 2024)
Alison Hope	1 Oct 2015	(Oct 2020)	(Oct 2025)
Karen Drury	10 Mar 2016	(Mar 2021)	(Mar 2026)
Doreen Foster	(22 Mar 2018)	(Mar 2023)	(Mar 2028)

### 3.0 Current Signatories – updated May 2019

**CAF Bank:** Helen Moss, Andrew Pitt, Bruce Newbigging, ~~Joanne Knight~~, Karen Drury and Victoria Southwell

**HMRC Responsible Persons:** Helen Moss, Bruce Newbigging, Andrew Pitt

**HMRC Authorised Contact:** ~~Joanne Knight~~ Victoria Southwell

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