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**Trustee Role Description**

**Overall Purpose of role**

Our Trustees have a key leadership role at Hounds for Heroes, setting the direction of the organisation and helping us to achieve our goals.

Becoming a Trustee means taking on a voluntary role to support and guide a charitable organisation to achieve agreed vision and goals. Trustees are responsible for the overall governance of our Charity.

Hounds for Heroes Trustees set our strategic direction and provide guidance, support and challenge to the management team. They are passionate ambassadors for the Charity’s work, influencing key partners and helping to secure funding. Trustees also contribute through their own professional expertise and background as collegiate members of the team, to ensure the Charity is positioned to deliver its strategic objectives. Our Trustees bring strategic vision, independent judgement and a willingness to commit to leading the Charity through challenges and opportunities.

The Trustee Board and the Charity staff acting through the Charity Manager are a team – a partnership, with mutual trust and respect – that work together with the shared purpose of achieving the Charity’s vision and mission.

Though the board delegates operational authority to the management team, it remains legally responsibility for the Charity. Trustees are jointly responsible for the overall governance and strategic direction of the Charity, it’s financial health, the probity of its activities and developing the organisation’s aims, objectives and goals in accordance with the Charity’s governing document, statutory and regulatory guidelines. This responsibility extends to the Charity’s culture as well as its performance.

**Main Responsibilities of Trustees**

* To determine the overall direction and development of the Charity through good governance and a clear strategy
* To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the Charity
* To ensure that the Charity, and its representatives, function within the legal and regulatory framework of the sector and in line with the organisations’ governing document, continually striving for best practice in governance
* To ensure the Charity has the required resources (people and funding) to deliver its operations

**Specific Trustee Responsibilities**

* To attend Board of Trustee meetings regularly, and contribute to discussions and decision-making
* To understand and be committed to the policies, aims and values of Hounds for Heroes
* To share in the management of Hounds for Heroes and to work on sub committees or working parties as needed and agreed
* If needed and agreed, to take on a lead role within the BoT for an aspect of Hounds For Heroes work, building a relationship and liaising with staff, representing the organisation externally if appropriate, and reporting back to the Board regularly
* To support all decisions once they have been reached by the Board
* To participate in training and strategy meetings from time to time
* Maintain absolute confidentiality about all sensitive/confidential information received in the course of Trustee’s responsibilities to the Charity

**The seven general duties of directors (Companies Act 2006)**

* To act within the company’s constitution and powers
* To promote the success of the company for the benefit of achieving its charitable objectives and having regard to:
* The likely consequences of any decision in the long term
* The interests of the company’s employees
* The need to foster the company’s business relationships with suppliers, customers and others
* The impact of the company’s operations on the community and the environment
* The desirability of the company maintaining a reputation for high standards of business conduct
* The need to act fairly as between members of the company
* To exercise independent judgement
* To exercise reasonable care, skill and diligence
* To avoid conflicts of interest
* Not to accept benefits from third parties
* To declare to the other directors any interest in a proposed transaction or arrangement with the company as soon as possible