

Role Profile for Trustees

Role Details:	
Role Title:	Trustee
Department:	Electrical Safety Board (ESB) of the Electrical Safety Council (ESC) trading as Electrical Safety First
Reports to:	Chair of the ESB

Role Purpose:
To provide strategic direction of the Charity and oversight of its commercial subsidiary, Certsure. Responsibility for the day-to-day management of the Charity is delegated to the Chief Executive and Senior Management Team. The role of the Trustee is to both scrutinise and support the Chief Executive and Senior Management Team to achieve their objectives, respecting the boundary that exists between the executives and the Board.

Dimensions:
The ESB has collective responsibility for the Charity and its commercial subsidiaries to meet their regulatory requirements. All individual Trustees shall be mindful of this responsibility and of the standards expected by the Charity Commission in all areas of their decisions and actions.

Duties and Responsibilities:
<p>The primary duties of a Trustee:</p> <ol style="list-style-type: none"> 1. In collaboration with the other members of the ESB make sure that the Charity: <ol style="list-style-type: none"> a. Complies with its governing document, Charity law, company law and any other relevant legislation or regulations b. Pursues its objects as defined in its governing document c. Uses its resources exclusively in pursuance of its objects d. Is effectively and efficiently administered e. Maintains robust and transparent financial processing and reporting systems so as to ensure that the Charity is, and remains, solvent

- f. Manages and adequately protects both its tangible and intangible assets including property
 - g. Funds are properly invested.
2. Contribute actively to the ESB which has the ultimate responsibility for:
 - a. Giving strategic direction to the Charity by setting overall policy, defining goals and setting targets
 - b. Appointing and monitoring the performance of the Chief Executive against agreed targets
 - c. Holding to account the Chair(s) of the Charity's commercial subsidiaries on their activities
3. Seek to safeguard the good name and values of the Charity at all times.
4. Treat all matters associated with your trusteeship as confidential. This particularly relates to matters under discussion by the Charity, its commercial interests and the individuals involved with it. All Trustees shall give a written undertaking of confidentiality in a form prescribed by the Charity
5. Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict
6. Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so
7. Declare any conflict of interest effectively and not gain materially or financially unless specifically authorised to do so by the ESB
8. Shall not be absent from Board meetings or committees for a period greater than 6 months.

Other duties:

In addition to the above duties, each Trustee should use any specific skills, knowledge or experience they have to help the ESB to reach sound decisions. This will involve:

1. Scrutinising Board papers
2. Taking part in discussions
3. Focusing on key issues
4. Providing advice and guidance on new initiatives and matters in which the Trustee has specific expertise

5. Working with the other members of the ESB to form an effective governing body for the Charity
6. Attending committee and sub-committee meetings as appropriate
7. Keeping informed about the activities of the Charity and wider issues, which affect its work
8. Participating in regular reviews of the ESB and their own performance as a Trustee.

Additional duties for Chair of Trustees and Office Bearers:

Support the management of the board by:

1. Agree the annual cycle of meetings
2. Agree agendas for meetings
3. Chairing and facilitating meetings
4. Monitoring that decisions taken at meetings are implemented
5. Representing the organisation at functions, meetings and acting as a spokesperson as appropriate
6. Ensuring that another Trustee, usually the Vice-Chair, is able to act for the Chair when s/he is not available
7. Liaising with the Chief Executive to keep an overview of the organisation's affairs and to provide support as appropriate
8. Leading the process of appraising the performance of the Chief Executive
9. Liaising with the Chief Executive to review and develop the Board of Trustees
10. Bringing impartiality and objectivity to decision making
11. Facilitating change and addressing conflict within the Board of Trustees and within the organisation, liaising with the Chief Executive to achieve this.

Duties and responsibilities for Trustees representation on Commercial Boards

1. Act at all times in the best interest of the Charity, considering what is best for the organisation and its beneficiaries and avoiding bringing the Charity into disrepute
2. Have a sound and up to date knowledge of the commercial organisation(s) and an understanding of the environment within which it operates
3. Attend on behalf of the Charity the respective board meetings and other appointments to represent the Charity's interest
4. Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict
5. Ensure reports are prepared for the ESB, outlining the operations of the respective commercial board and their financial performance

Person Specification:

Trustee specification:

All Trustees must have the ability to think strategically, be positive, supportive, and able engage the Charity's executives and stakeholders in constructive conversations.

Trustees must be flexible and able to commit the time and attention to learn about and contribute to our work. This includes attending meetings, taking responsibility for ongoing induction and learning, as well as proactively building meaningful understanding, insight and relationships with Trustee colleagues and Electrical Safety First executives.

Candidates should demonstrate:

1. A strong commitment to the vision and objectives of the Charity, and an interest in electrical safety, consumer protection, regulation and standards.
2. Experience of successfully dealing with strategic issues, interpreting complex information and of contributing to business planning.
3. An ability and willingness to contribute their skills in a meaningful way to further the interests of the Charity.

4. An ability to work effectively as a member of a team, which includes actively participating in discussions, respectfully listen to the points of views of others, and to help the team reach decisions that are in the best interests of the Charity.
5. A willingness to speak your mind and put forward new ideas.
6. Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship