

MCS CHARITABLE FOUNDATION

(Registered Charity Number: 1165752)

(Registered Company Number: 10119873)

TRUSTEES

Terms of Reference

MCS Charitable Foundation
Suite G40
Innovation Centre
Sci-Tech Daresbury
Keckwick Lane
Daresbury
WA4 4FS

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TRUSTEES - TERMS OF REFERENCE

The board (the '**Board**') of trustees (the '**Trustees**') of the MCS Charitable Foundation (the '**Charity**') has approved these Terms of Reference for Trustees.

Board Meetings

Trustees are expected:

1. To attend meetings of the Board having carefully read and considered the agenda and briefing papers. To participate in Board meetings in a reasonable, objective and prudent manner, not allowing prejudice to impinge on the debate and decision-making process.
2. To contribute actively to the Board in giving firm strategic direction to the Charity, setting overall policies, defining goals and setting targets and evaluating performance against agreed targets.
3. To monitor the Charity's financial position and ensure total accountability.
4. To assist in the formulation of budgets and strategic plans.
5. To approve the Charity's annual report and accounts.

Trustees' Responsibilities

Trustees' responsibilities are:

1. To ensure that legal, financial and management duties comply with the Charity's constitution and charitable objects.
2. To safeguard the reputation and ethos of the Charity by ensuring that all activities are conducted with probity and propriety.
3. To ensure the effective and efficient administration of the Charity as well as its financial stability.
4. To ensure the protection and conscientious management of the property and assets of the Charity and to ensure the proper investment of its funds.
5. To act in the interests of all, rather than any local or sectional interest.
6. To act collectively with the other Trustees, not as an individual.
7. To disclose any conflict of interest.
8. To maintain appropriate confidentiality.
9. To honour the collective responsibility for decisions properly taken, channelling concerns or disagreements through the Chair.
10. To review annually the performance of the Trustees.
11. To work collaboratively and effectively with stakeholders in order to further the Charity's objects, activities, reputation and ethos.

12. To work effectively and efficiently with professional advisers and to take all proper and required advice to ensure compliance with the legal, financial and management duties of the Charity.
13. To ensure that an annual general meeting is held every calendar year and the annual return, accounts, report and all other relevant documents and resolutions are filed within the appropriate time limit.

What Trustees may also be able to offer

Trustees must be able to offer:

1. An informative/educational/ambassadorial role at a local and regional level.
2. Availability to serve on committees of the Board or working groups where relevant.
3. Willingness to take part in induction and training as appropriate.
4. Specific skills and contacts.
5. Willingness to offer advice to other Trustees and staff drawn from personal experience.

Responsibilities to Employees

Trustees' responsibilities to the charity's employees are:

1. To ensure compliance with current employment and equal opportunities legislation as well as good practice and the Charity's current policy on these and related matters.
2. To ensure the establishment of procedures for the recruitment, support, appraisal and remuneration of employees.
3. To ensure that disciplinary and complaints procedures are in place.
4. To work in close co-operation with the Chief Executive and other senior executives.