

FAVERSHAM CREEK TRUST

The Purifier Building • North Lane • Faversham • Kent • ME13 7DY

TRUSTEE ROLE DESCRIPTION

Introduction

These notes are designed to assist anyone considering joining Faversham Creek Trust's (FCT) Board of Trustees. Trustees have and must accept ultimate responsibility for the charity's affairs, using their personal skills and experience to ensure that the charity is solvent, well run, efficient and delivering its charitable outcomes.

This role description, in addition to other role descriptions, the Trust's Code of Conduct, Policies and Procedures, Memorandum and Articles of Association, and Vision and Strategy, forms part of the Faversham Creek Trust's Governing Document.

FCT is a charitable company limited by guarantee and Trustees are also Directors who have duties under both company law (The Companies Act 2006) and charity law. For the benefit of the public, the Trust aims to:

1. Secure the regeneration and use of the historic Faversham Creek and basin as a maritime waterway.
2. Promote the preservation of buildings and sites of historic or architectural importance along the Faversham Creek waterfront.
3. Support education, training and work experience including traditional boat-building and repair.
4. Support the provision of boat-building, boat repair and leisure facilities on or near the Creek.
5. Promote the protection and conservation of the environment of the Creek.
6. Advance education about Faversham Creek maritime history, heritage and boatbuilding tradition through talks, presentations and study events.

Role and responsibilities of the trustee

The role of the trustee is to administer and safeguard the Trust, to ensure its effectiveness, accountability and financial stability and to carry out day-to-day operational decisions as agreed and delegated by the Board.

The duties of a trustee are to:

1. Ensure the organisation pursues its stated objects, as defined in its governing document, by developing and agreeing a long-term strategy, defining goals and plans and evaluating performance against agreed targets
2. Ensure compliance with the governing document, acting within charity law, company law and other relevant legislation and regulations, and abiding by the stated policies and



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procedures of the Trust (e.g., health & safety, diversity & equality, Data Protection Act 2018)

3. Ensure that FCT applies its resources exclusively in furtherance of its charitable objectives for the benefit of the public, acting with probity and due prudence and seeking professional advice on any significant matter where trustees do not have expertise, using their own judgement as to whether to follow advice or seek a second opinion
4. Maintain proper fiscal oversight to ensure the financial stability of the organisation and protect and manage the property of the charity, and ensure the proper investment of the charity's funds in the interests of current and future beneficiaries
5. Promote FCT, acting in its best interests and safeguarding its good name and values, according to the Trust's Code of Conduct for trustees
6. Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place and ensuring risk assessments are carried out
7. Participate actively and constructively at board meetings, as per the Code of Conduct
8. Recruit and induct new board members.

Term of office

Trustees are elected by the membership of the Trust at each AGM to serve for an initial three-year term. This term ends three years from the date of their election at the AGM and, at the end of this term, they stand down. Nominees may be co-opted by the Board between AGMs and invited to stand for election at the next AGM.

If a trustee is eligible, they may stand for a further term to a maximum of nine years, as recommended by the Charity Commission to allow for progressive refreshing of the Board. In exceptional circumstances, their reappointment for an additional term would be considered by the Board, subject to an in-depth review, which would be explained in the trustees' Annual Report.

The officers of the charity – the Chair, Deputy Chair and Treasurer – are appointed by the Board for a period of three years. They may be reappointed by the Board for two further terms of three years, to a maximum of nine years, in line with the date of their appointment to the office.

Time commitment

The Board expects all Trustees to take a full and active part in the Society's activities which is estimated to require a commitment of around 100+ hours across a year (a minimum of 2, more likely 4 hours/week if involved in specific projects):

- a. Eleven Board meetings per year, held monthly, approx. 2 hours duration - 22 hours (no meeting in August)



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- b. Preparation in advance of meetings, approx. 1 hour - 11 hours
- c. Annual General Meeting: preparation, attendance, follow-through - 6 hours
- d. Ad-hoc strategic & project planning meetings and events - estimated 60 - 100 hours

Person Specification

An applicant will need to show:

- A commitment to FCT and its work, as stated in its aims
- A willingness to devote the necessary time and effort to their duties as a trustee
- Good, independent judgement
- An ability to think creatively and strategically
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team, collaborating and co-operating with other trustees to make appropriate decisions, resolve conflicts and further the work of FCT
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The Board needs people with skills and experience in any of the following areas:

- Designing and managing projects, setting targets, monitoring and evaluating performance and programmes in commercial or non-profit making organisations
- Financial management, fundraising & income generation
- Management of people, including arms-length relationships with statutory authorities, volunteers and tenants
- Expertise in planning, ecology, maritime crafts and history, local regeneration etc.
- Public relations, marketing and event organisation
- Legal matters

Remuneration

The role of Trustee is not accompanied by any financial remuneration. Trustees will be reimbursed for reasonable and receipted out of pocket expenses (mileage, parking, public transport etc.) monthly, payable by BACS.

Recruitment and joining

The Governing Code of the Charities Commission recommends that it is important to have a rigorous approach to recruitment of a charity's trustees. There will be a formal process



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involving advertising for and interviewing of shortlisted candidates. A final decision will be made by the entire board. A description of this process, role description and code of conduct for trustees is available to all candidates.

Appointments will be made subject to FCT receiving satisfactory references from current or previous organisations relevant to this role. DBS checks are not required. New trustees will be required to undertake a trustee training session within their first year of office.

Reference material

Trustees are encouraged to look at support material on the internet. Some suggestions are:

- <http://www.smallcharities.org.uk/>
- <http://www.associationofchairs.org.uk/>
- <https://www.gov.uk/government/organisations/charity-commission/services-information>
- <http://trusteelearning.org>



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