

Trustee Role Description

Aims

The Shetland Charitable Trust aims to:

- a) Provide public benefit to and improve the quality of life for the people of Shetland, especially in the areas of :
 - Social care and welfare
 - Arts, culture, sport and recreation and
 - The environment, natural history and heritage
- b) ensure that the most vulnerable in the community receive the highest possible standard of service and care;
- c) protect and enhance Shetland's environment, heritage, culture and traditions
- d) support facilities and services and jobs located in rural areas, where these are beyond what would normally be expected to be provided as core public services;
- e) support pilot and developmental projects where they seek to meet a clearly identified service gap within the community

Trustee Role Purpose:

To act in the best interests of the Trust and operate in a manner consistent with the charitable purposes of the Trust. To act with the appropriate standard of care and diligence and ensure that the Trust complies with the provisions of the The Charities and Trustee Investment (Scotland) Act 2005 and other relevant legislation and regulatory requirements.

Key Role:

The fundamental principle which underpins the operation of the Trust is that Trustees have responsibility for the strategic framework of the Trust, as set out through various strategies, plans and policies, and that they ensure staff implement the strategies, policies and plans effectively.

Responsibilities include: To:

- set the strategic aims, objectives and direction of the charity and monitor performance
- set policy and monitor implementation
- contribute to the planning process – financial, corporate and service delivery

- ensure that the necessary financial and human resources are in place to meet the Trust's objectives
- safeguard the financial solvency of the Trust
- enable risk to be assessed and managed
- ensure compliance with the Law
- be a responsible employer
- promote the Trust's role in the community
- ensure Trustees work effectively together as a Trust
- maintain awareness of the external environment and the impact that might have on the Trust
- draw lessons from monitoring performance and act on them appropriately
- provide leadership, uphold values, and be committed to the business of the Trust

Alongside these roles and responsibilities each Trustee shall:

- act honestly and in good faith and in the best interests of the Trust and the beneficiaries thereof.
- attend regularly the meetings of the Trust and any Committee of which the Trustee is a member.
- act in accordance with the Trust Deed.
- protect the Trust's assets and be accountable for the solvency and continuing effectiveness of the charity and the preservation of its endowments.
- exercise overall control over the Trust's financial affairs and ensure the completion of the relevant statutory reports, returns and accounts.
- not receive any financial or non-financial benefit that is not expressly authorised by the Trust Deed.
- perform their duties with the relevant standard of care required by the Charities and Trustee Investment (Scotland) Act 2005 namely that of a person who is managing the affairs of another person which includes taking professional advice as and when required.