

Role Description for Trustees of Manningham Project Ltd.

1. As a trustee of Manningham Project Ltd you will be a member of its Management Committee whose role is to oversee and govern the organisation's activities. While the practical work of the charity is carried out by our staff and other volunteers, the Committee carries overall responsibility for our strategic and operational decisions, for our financial management and for ensuring that we meet our charitable objectives.
2. The Committee carries out its responsibilities through regular meetings, usually once per month. Meetings are usually attended by the Chief Executive and the Advice Service Manager who report on current activities and raise any matters requiring the Committee's attention. The first obligation of trustees is to attend the monthly meetings as often as possible and to read the agenda and papers beforehand in order to contribute their expertise, experience and local knowledge to the Committee's collective decision making.
3. Our constitution and our policies require certain designated roles to be undertaken by members of the committee. These currently include the Chair, the Vice-Chair, the Secretary, the Treasurer, the Complaints Officer and the Health and Safety Officer. You may be asked to consider volunteering to undertake one of these roles. Trustees may also carry out other tasks from time to time, such as helping with fundraising or representing the Project at meetings with outside bodies.
4. A more detailed list of the range of tasks carried out by the Committee includes:
 - a. Approval of the Project's strategy and business plan in order to achieve its charitable purpose
 - b. Agreeing the Project's fundraising strategy to ensure it has the resources needed for its work and for its survival
 - c. Regularly reviewing management accounts and helping to prepare the Annual Accounts and the Trustees' Annual Report
 - d. Contributing to the annual review of policies and approval of any new policies required, as advised by the CEO
 - e. Contributing to the recruitment, selection and supervision of staff and volunteers as appropriate
 - f. Contributing to the recruitment, and induction of new trustees
 - g. Being an ambassador for the Project, representing the organisation, and linking it to its stakeholders, such as users, the community, and funders.
5. In common with most small charities, trustees act as volunteers and are therefore unpaid. Expenses incurred on our behalf can of course be reimbursed.
6. Manningham Project has a code of practice for trustees which is included below.
7. Some factors disqualify people from being trustees. See p. 3 below.

Trustees' Code of Practice

1. Introduction

Those who serve on the Board of Trustees of the Manningham Project have responsibilities both under Company Law as Directors and under Charity Law as Trustees. As part of this each Trustee is asked to agree to abide by the Code of Conduct which is set out in this document and to sign the attached declaration accordingly.

2. Purpose of the Code

The Code aims to define the standards expected of Manningham Project's Trustees in order to ensure that:

- the organisation is effective, open and accountable
- the highest standards of integrity and stewardship are achieved and
- the working relationship with any staff and advisers is productive and supportive.

3. Code of Conduct

3.1 Selflessness

Trustees have a general duty to act with probity and prudence in the best interest of the Manningham Project as a whole. They should not act in order to gain financial or other material benefits for themselves, their family, their friends or the organisation they come from.

3.2 Integrity

The Manningham Project's Trustees should conduct themselves in a manner which does not damage or undermine the reputation of the organisation, or its staff. More specifically they:

- should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role
- must avoid actual impropriety and any appearance of improper behaviour
- should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

3.3 Objectivity

In carrying out their role, including making appointments, awarding contracts, recommending individuals for rewards and benefits, or transacting other business, the Trustees should ensure that decisions are made solely on merit.

In arriving at decisions in areas where they do not have expertise themselves, Trustees should consider appropriate professional advice.

3.4 Accountability

The Trustees:

- have a duty to comply with constitutional and legal requirements and to adhere to best practice in such a way as to preserve confidence in the Manningham Project
- are accountable to the Centre members and other stakeholders for their decisions, the effectiveness of the Board and the performance of the Centre.

3.5 Openness

The Trustees should ensure that confidential information and material, including material about individuals is handled in accordance with due care, so that it remains confidential.

In addition, they should be as open as possible about their decisions and the actions that they take. As far as possible they should give reasons for their decisions and restrict information only when the wider interest clearly demands.

3.6 Honesty

The Trustees have a duty to avoid any conflict of interest so far as is reasonably practicable. In particular they must make known any interest in any matter under discussion which:

- creates either a real danger of bias (that is, the interest affects him/her, or a member of his/her household more than the generality affected by the decision), or
- might reasonably cause others to think it could influence the decision

They should declare the nature of the interest and withdraw from the room, unless the remaining Trustees agree otherwise.

3.7 Leadership

The Trustees must:

- promote and support the principles of leadership by example
- strive to attend all meetings regularly, ensuring they prepare for and contribute appropriately and effectively
- bring fair and open minded view to all discussions of the Board and should ensure that all decisions are made in the charity's best interests
- respect the role of any staff
- accept and respect the difference in roles between the Board and staff, ensuring that the honorary officers, the Board and any staff work effectively and cohesively for the benefit of the Manningham Project, and develop a mutually supportive and loyal relationship
- having given delegated authority to any of their number or to any staff, be careful - individually and collectively - not to undermine it by word or action.

Disqualification

You must not act as a trustee if you are disqualified under the Charities Act. Reasons for disqualification include if you:

- are disqualified as a company director
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are an undischarged bankrupt, or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- have been removed as a trustee of any charity by the Charities Commission (or the court) because of misconduct or mismanagement

In 2018, new disqualification reasons were added: these include being on the sex offenders' register, unspent convictions for a wider range of offences including bribery and money laundering.
