



# THE QUILTERS' GUILD OF THE BRITISH ISLES

## TRUSTEE ROLE DESCRIPTION

**A trustee has a statutory responsibility to work with the wider trustee body in order to:**

- give firm strategic direction to QGBI, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- ensure that QGBI complies with its governing document, charity law, company law, General Data Protection Legislation and any other relevant legislation or regulations
- ensure that QGBI pursues its objectives as defined in its governing document
- ensure that resources are used exclusively in pursuance of the above objectives
- safeguard the good name and values of QGBI
- ensure effective and efficient administration of QGBI
- ensure prudent financial management
- protect and manage The Guild's property and ensure the proper investment of funds
- appoint and monitor the performance of the Chief Executive

### **Other Duties**

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help Council reach sound decisions. This may involve:

- scrutinising documents
- leading discussions
- focusing on key issues
- providing guidance on new initiatives

Trustees should make every effort to attend Council meetings. Any trustee who fails to attend meetings regularly may be asked to resign from the board. Failure to attend at least one meeting in a calendar year will lead to disqualification under Rule B17.

### **Person Specification**

Trustees should:

- be committed to QGBI
- be willing to devote the necessary time and effort
- have strategic vision
- think creatively
- be willing to speak one's mind, but with tact and regard for the feelings of others.
- be impartial and objective
- understand and accept their legal duties, responsibilities and liabilities of trusteeship
- able to work effectively as a team member

Trustees should not provide references for Guild members applying for Guild Bursaries or Awards.

All National Officers of The Quilters' Guild should:

- Act in the best interests of QGBI as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing QGBI into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Officers should not gain materially or financially unless specifically authorised to do so.

### **Office 365 Email System**

Please be aware that using The Guild's Microsoft Office 365 email system and a role specific 'Guild' email address is a required and essential aspect of this volunteering role. Volunteers must not use personal email addresses to conduct Guild business.

### **Respecting Confidentiality**

In the course of your duties as a trustee you will have access to Confidential Information in a variety of forms (verbal and written) about The Guild, its detailed finances, staff, commercial relationships and other sensitive topics. We would ask you to show respect and restraint in not discussing this Confidential Information with others outside the governing body as it is generally not appropriate for members or people from outside The Guild to have access to this type of information. This refers to all types of information, whether or not it is actually flagged a confidential Information. There will always be situations of ambiguity, please ask if you need clarification and refer back to the President or Chief Executive for any matters which are unclear.