

## TRUSTEE ROLE OUTLINE – GENERAL RESPONSIBILITIES

Trustees have responsibility for the following:

1. Attendance at all Board meetings unless under exceptional circumstances agreed with the Chair.
2. Participation and contribution to Board meetings.
3. Serving on Committees in agreement with the Chair.
4. A strong commitment to, and awareness of, the importance of diversity and inclusion in all areas of Arnolfini's work.
5. Being aware of and ensuring that the charity complies with all legal, regulatory and statutory requirements, and its governing document.
6. Ensuring that Arnolfini has satisfactory control systems and procedures for safeguarding all monies, properties and other assets, and for ensuring that monies are invested to the maximum benefit of the charity, and that resources are applied exclusively in pursuance of its objects.
7. Exercising effective overall control of Arnolfini's financial affairs, ensuring that the organisation is financially stable.
8. Ensuring that Arnolfini's programmes and activities are designed to achieve the organisation's vision, attract a range of audiences and are valued and successful.
9. Ensuring that Arnolfini's values, good name and reputation, organisational knowledge and expertise are properly valued, utilised and safeguarded.

10. Ensuring that the major risks to which Arnolfini is exposed are reviewed regularly and that systems have been established to mitigate these risks.
11. Contributing to the appointment of the Chief Executive and the monitoring of his/her performance.
12. Acting reasonably, prudently and collectively in all matters relating to Arnolfini and always acting in the interests of the charity.
13. Attending when possible Arnolfini's events and acting as an ambassador for the organisation.
14. Keep abreast of legislation, policy and other developments that are relevant to the work of the organisation assisted by briefings from the Executive Team.
15. In addition to the above responsibilities, each Trustee should use any specific skills, knowledge or experience he/she may have to help the Board of Trustees reach sound decisions. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives or on other issues in which the Trustee has special expertise.
16. Carrying out the duties of company directors, as listed in the Companies Act 2006, which are:-
  - Duty to act within powers
  - Duty to achieve the company's purposes (i.e. the charitable objects).
  - Duty to exercise independent judgement
  - Duty to exercise reasonable care, skill and diligence
  - Duty to avoid conflicts of interest
  - Duty not to accept benefits from third parties; and
  - Duty to declare interest in proposed transactions or arrangements