

**Reporting To:** Board of Directors

**Grade:** N/A

**JD ID:** 17

**Reporting Employees:** Chief Executive

## **Main Purpose**

To determine, oversee and review the achievement of Martha Trust's strategic aims.  
To ensure that Martha Trust operates within the law and according to the highest standards of governance.  
To promote the Christian ethos of Martha Trust.

## **Duties**

- 1 To ensure that Martha Trust complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- 2 To ensure the organisation uses its resources exclusively in pursuance of its objects (the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are).
- 3 To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- 4 To safeguard the good name and values of the organisation.
- 5 To ensure the effective and efficient administration of the organisation.
- 6 To ensure the financial stability of the organisation.
- 7 To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- 8 To appoint the Chief Executive Officer and monitor his/her performance
- 9 To attend Board and Committee meetings regularly as required, reading papers beforehand and actively engaging in discussion and debate.
- 10 To use any specific knowledge or experience to help the board of trustees reach sound decisions - this will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of work in which the trustee has special expertise.
- 11 To represent Martha Trust at functions and meetings as appropriate.
- 12 To stay informed about the activities of Martha Trust and wider issues which affect its work.

## **Person Specification**

- \* A mature Christian with a strong faith (Genuine Occupational Requirement)
- \* Commitment to the organisation
- \* Willingness to devote the necessary time and effort
- \* Strategic vision
- \* Good, independent judgement
- \* Ability to think creatively
- \* Willingness to speak their mind
- \* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- \* Ability to work effectively as a member of a team
- \* Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.