



Draft Trustee Role Description

The duties of an APEX Trustee are as follows

- To ensure APEX complies with its Memorandum and Articles, charity law, company law and any other relevant legislation or regulations.
- To ensure APEX pursues its charitable objects as defined in its Memorandum and Articles.
- To ensure that APEX applies its resources exclusively in furtherance of its objects.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to APEX, setting overall policy, defining goals, setting targets and evaluating performance.
- To safeguard the good name and values of APEX
- To ensure the effective and efficient administration of APEX
- To ensure the financial stability of APEX
- To protect and manage the property of APEX, and to ensure the proper investment of APEX funds.
- To appoint and support the Chair and the Chief Executive and monitor his/her performance.
- To use any specific knowledge or experience to help the Board reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives or any other issue in which a Trustee may have special expertise.

In undertaking these roles and responsibilities all APEX Trustees are expected to adhere to the seven Nolan principles of public life:

Selflessness: Trustees should take decisions solely in terms of the public interest and as charity Trustees must act personally in the best interests of APEX They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity Trustees should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, Trustees should make choices on merit.

Accountability: Trustees are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness: Trustees should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when their wider public interest clearly demands.

Honesty: Trustees have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership: Trustees should promote and support these principles by leadership and example.

In addition, each APEX Trustee must have;

- A commitment to the aims and objectives of APEX
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgment
- A willingness to speak their mind and think creatively
- An ability to work effectively as a member of a team

There is a direct correlation between the quality of APEX's services and the knowledge, skills, capability and enthusiasm of its Trustees.

As a member of the Board, I will:

- Ensure that APEX is well maintained, financially secure, growing and always operating in the best interests of the community.
- Listen carefully to other Trustees.
- Respect the opinions of other trustees.
- Support the decisions of the Board.
- Recognize that all authority is vested in the Board when it meets in legal session and not with individual Trustees.
- Be well-informed of developments that are relevant to issues that may come before the Board.
- Call to the attention of the Board any issues that may have an effect on APEX.
- Not interfere with the duties of the Chief Executive and other staff members.
- Declare any personal conflicts of interest and avoid voting on issues that appear to be conflicts of interest.
- Not use any part of APEX for my personal advantage or the personal advantage of my friends or relatives.
- Not discuss confidential Board proceedings outside of the Board meeting.
- Not promise before a meeting how I will vote on any issue to be decided on during the meeting.
- Work to learn more about the job of a Trustee and how to do it better.

Ethical Considerations for Trustees

As a Trustee of APEX, you are representing the members of APEX, the interests of the clients and the public at large. The public expects that your conduct will always be above question and for the public good, not for your own interest or another special interest. What's more, the law demands it.

The Charity Commission prohibits conflict between public duty and private interest for Trustees of charities. Trustees cannot disclose or use confidential information acquired in the course of their official duties for personal gain or economic benefit, nor accept gifts of substantial value.

In addition to meeting legal requirements, an effective Board will adopt, and periodically review, its own code of ethics to guide its actions. The following statement is a starting point:

As a Trustee, I will:

- Work to ensure that the public has equal access to information & advice.
- Work to meet the information and advice needs of the whole community.
- Keep all APEX policies free of racism, sexism and other bigotry.
- Attempt to interpret the needs of the community to APEX and interpret the action of APEX to the community.
- Represent the whole community to APEX and not a particular area or group.
- Protect the public's right to open Annual General Meetings.
- Refer complaints about APEX to the proper level as outlined in the Complaints Policy.