



## Role description

### 1. ROLE DETAILS

Role title: Trustee

### 2. OVERALL PURPOSE OF THE ROLE

The Trustee is responsible for working (with other Trustees) to ensure that St Andrew's First Aid fully meets its objectives and legislative responsibilities.

### 3. PRINCIPAL DUTIES

1. To ensure that St Andrew's First Aid complies with the Royal Charter (its governing document), charity law, company law and any other relevant legislation or regulations.
2. To ensure that St Andrew's First Aid pursues its objectives, as defined in the Royal Charter.
3. To ensure St Andrew's First Aid uses its resources exclusively in pursuance of its objectives.
4. To contribute actively to the Board of Trustees' role in giving firm strategic direction to St Andrew's First Aid, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of St Andrew's First Aid.
6. To at all times act in the interests of St Andrew's First Aid.
7. To ensure the effective and efficient administration of St Andrew's First Aid.
8. To ensure the financial stability of St Andrew's First Aid.
9. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
10. To recruit and monitor the performance of the Chief Executive.

**These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the role holder may be reasonably expected to undertake.**

#### **4. ADDITIONAL COMMENT**

This is a voluntary post. The role holder will be expected to attend a number of Board and Committee meetings per annum. Some of these may be held outwith normal working hours.

An individual will not be eligible for appointment if he/she is:

- Disqualified from being a charity Trustee under the Charities and Trustee Investment (Scotland) Act 2005; or
- An employee of St Andrew's First Aid;
- Operating in a position which could present a significant conflict of interest for the organisation.

If appointed, the post holder will be required to sign a conflict of interest, code of conduct and register of interest policy prior to taking up the role.

**Note:**

This role profile will be subject to review and adjustment, as required by St Andrew's First Aid, to ensure it continues to meet its objectives.