## CharityFundLogo to insert

## Trustee job description

CSIS Charity Fund is an independent registered charity linked to the Civil Service Insurance Society, a not-for-profit organisation which markets good quality, affordable insurance products to civil and public servants. The annual trading surplus of the insurance business, which typically runs at about £½ - ¾ million a year but last year topped £1million, is paid into the charity under a Deed of Covenant. The Trustees distribute this to a wide range of good causes that benefit serving, former, and retired civil and public servants and their families in need, hardship or distress.

Our website [www.csischarityfund.org](http://www.csischarityfund.org) provides more information about the charity and the work it does. Our Annual Report and Accounts can be downloaded from the website, along with our 10th Anniversary Celebration Review which celebrates the fact that in the last 10 years we donated over £7.4 million to over 100 different charitable organisations. These include charities supporting teachers, nurses, ambulance workers, fire fighters, prison officers, postal, telecoms and railway workers and bereaved service families, as well as civil servants.

### The statutory duties of a trustee

* To ensure that the charity pursues its objects as defined in its governing document
* To ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations
* To ensure the charity 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
* To contribute actively to the board of trustees' role in giving firm strategic direction to the charity, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
* To safeguard the good name and values of the charity.
* To ensure the effective and efficient administration of the charity
* To ensure the financial stability of the charity
* To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
* To be open and accountable.
* Always to act in the best interests of the charity and its beneficiaries.

### Other duties

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

* Scrutinising board papers
* Leading discussions
* Focusing on particular key issues on which they can advise the other Trustees
* Providing guidance on new initiatives
* Liasing with the individual charties we give grants to so they can advise the other Trustees on the work they do and how they can best be supported
* Other issues in which the trustee has special expertise

## Trustee person specification

* Commitment to the charity
* Willingness to devote the necessary time and effort
* Strategic vision
* Good, independent judgement
* Ability to think creatively
* Willingness to speak their mind
* Being prepared to take difficult decisions when these are needed, and to defend and accept responsibilty for these decisions
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* Ability to work effectively as a member of a team
* Acceptance of Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.