

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 and to the general public. The annual trading surplus of the insurance business is paid to 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 provides more information about the charity and our work, including our Annual Report and Accounts. We typically make grants to charities supporting civil servants, teachers, nurses, ambulance workers, fire fighters, prison officers, as well as postal, telecoms and railway workers.

The statutory duties of a trustee

- To ensure that the charity pursues its objects as defined in its governing document and in compliance with relevant legislation and regulations
- To contribute actively to the work of the Board of Trustees
- To 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 to reach sound decisions. This will involve:

- Scrutinising board papers
- Adopting the role of lead trustee with selected beneficiary charities
- Leading discussions, where appropriate
- Focusing on particular key issues and advising the Board accordingly
- Leading/participating in working groups when necessary
- Advising on other issues on which the Trustee has special expertise

Trustee person specification

- Commitment to the work of the charity
- Willingness to devote the necessary time and effort
- Sound and independent judgement, and an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- To be open and accountable

More information on the role of a charity trustee can be found on the Charity Commission website at: <https://www.gov.uk/guidance/charity-trustee-whats-involved>