



HAMPSHIRE ARCHIVES TRUST

Trustee

Role description

- To ensure that all trustees are eligible
- To ensure that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law and any other relevant legislation or regulations
- To ensure that HAT is carrying out its purposes for the public benefit and pursues its objectives as defined in its governing document
- To ensure the organisation applies its resources exclusively in pursuance of its objects i.e. the charity must not commit expenditure on activities that are not included in its own objectives, no matter how worthwhile or charitable those activities are
- To act in HAT's best interests and contribute actively to the Executive's role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To act with reasonable care and skill and safeguard the good name and values of the organisation and not to let personal interests, views or prejudices affect your conduct as a trustee
- To ensure the effective and efficient administration of the organisation making decisions in line with good practice and the rules set by HAT's governing document, including excluding any trustee who has a conflict of interest from discussions or decision-making on the matter
- To manage HAT's resources responsibly and ensure the proper and robust financial management of the organisation

- To assist in the appointment of any voluntary or paid appointments of personnel to the organisation.
- In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Executive reach sound decisions. This may involve scrutinising Executive papers, leading discussions, focusing on key issues and providing advice and guidance on new initiatives or on other issues in which the trustee has special expertise