

Trustee Role Description

CSAN's Trustees act as custodians of the organisation's vision, mission and values. They have responsibility to ensure that these are embedded in CSAN's work and to monitor this through the Strategic Plan. Together with the Chief Executive, they are actively involved in the development of the organisation and its work. The Trustees play an important role in scanning the external environment in which CSAN operates: reading the signs of the times, understanding the shifts in relevant policies and the trends within the Catholic community.

In bringing to bear this external viewpoint the Trustees seek opportunities which ensure that CSAN maximises its potential to reduce poverty, exclusion and disadvantage. They act as ambassadors for the organisation.

Expectations

Trustees are expected to:

- Play an active part in the work of the Board of Trustees, enabling it to achieve the purpose set out in the Memorandum and Articles of Association
- Give some time to CSAN between Board meetings, following up any action points according to their responsibilities
- Fulfil occasional ambassadorial, advocacy and representational roles

Key roles and responsibilities

Trustees should:

- Enhance the mission of CSAN and ensure its good governance
- Undertake strategic planning, taking into account the interests of stakeholders, together with the associated strategies, plans, targets and performance indicators
- Monitor the performance of CSAN against agreed strategies, operational targets and performance indicators
- Approve annual estimates of income and expenditure, ensuring that resources are available to meet the strategic plans and targets
- Ensure the financial health of CSAN, and safeguard its assets
- Ensure the establishment and monitoring of systems of control and accountability including financial and operational controls and risk assessment with adequate internal and external audit
- Ensure compliance with the charitable purposes of CSAN and observance of Company law
- Appoint the Chief Executive and the determination of his/her pay and conditions of service
- Identify and encourage potential major donors, corporate or foundation trust individuals