

## Trustee Job Description

### 1.0 Background

The Triangle Trust 1949 Fund (TT1949) is a charitable trust set up with an endowment from Sir Harry Jephcott in 1949, when he was managing director of Glaxo Laboratories Ltd. TT1949 distributes just over half a million pounds a year in grants to voluntary and community organisations, and to a limited number of individuals who have a historical connection with the pharmaceutical industry. Our grant giving is currently focused on organisations supporting young people caught up in the criminal justice system.

The governance of TT1949 is overseen by a Board of up to 8 Trustees, including a Chair and Vice-Chair. The Board of Trustees meets 4 times per year, usually (but not always) in London.

### 2.0 Trustee Job Description

#### Responsibilities

- To ensure TT1949 complies at all times with its deeds of governance, charity law, any other relevant legislation or regulations and strives to achieve best practice.
- To maintain sound financial management of the charity's resources, ensuring grant giving and expenditure is in line with TT1949's objects, and investment activities meet accepted standards and policies.
- To develop strategy and overall policy, and evaluate performance against these.
- To ensure risk assessments for all aspects of TT1949's business are carried out.
- To safeguard the good name and values of TT1949.
- To ensure the effective and efficient administration of the charity.
- To act reasonably and prudently in all matters relating to the charity and always keep the interests of TT1949 and its grantees in mind.
- To appoint the Director, and provide encouragement and support to the Director and any other paid staff.

## Tasks

- To attend 4 Board meetings per year and any other occasional meeting as and when required, e.g. strategy planning meetings, investment meetings, Director recruitment etc. (Trustee Board meetings are usually held in London, but may on occasion be held in another part of the country.)
- To review grant applications in preparation for Board meetings.
- To represent TT1949 at events or meetings relevant to TT1949 grant giving activities.
- To ensure grantees are sufficiently monitored and meet the expectations detailed in their applications, which may include visiting grantees and reviewing progress reports.
- To be a signatory for TT1949 on the bank mandate, investment agreement and for any other purpose when required.
- To undertake any other tasks to support the Chair as and when requested.
- To use any specific skills, knowledge, or experience to help the Board make sound decisions.

### 3.0 Remuneration and Expenses

Trustees are not remunerated for their time but will be reimbursed for reasonable travel and subsistence expenses occurred to attend board meetings and represent TT1949 as required.

TT1949 hosts an annual dinner and Christmas lunch for its Trustees and guests.

### 4.0 Term of Office

Trustees are appointed for an initial term of 5 years, renewable for a further 5 years if mutually agreeable.

The Chair and Vice Chair are appointed from the existing Trustee board for an initial term of 5 years, renewable for a further 5 years if mutually agreeable (see separate policy document for process of appointing Chair and Vice-Chair).

If the Trustee is holding the position of Chair or Vice Chair when they reach the end of their 10-year term, their term as a Trustee can be extended by up to 5 years to allow them to complete the 5-year term as Chair or Vice Chair (i.e. up to a maximum of 15 years in total).

### 5.0 Board Skills Assessment

Priorities 2023 -2028	Skills/Knowledge/Experience Required	Essential(E)/ Desirable(D)
A) To deliver the current strategic aims and set future priorities.	Strategic planning Project Management	E D

B) To raise awareness of The Triangle Trust 1949 Fund within the youth criminal justice charity sector.	Communications	D
	Marketing	D
	Public Affairs	D
C) To have an effective grant application process that is not a burden to potential recipients.	Fundraising	D
	Grant giving	E
D) To enhance governance procedures and improve overall efficiencies of The Triangle Trust 1949 Fund.	Legal	E
	Accounting	D
	Investment Management	D
	Managing/employing staff	D
E) To award grants funding work that aims to support a reduction in either reoffending or first offences for young people.	Charity	E
	Young people	E
	Criminal Justice System	E
	Evaluation	D
	Learning	D

## 6.0 Additional Note

*Section 72(1) of the Charities Act 1993 disqualifies anyone who:*

- *has been convicted of an offence involving deception or dishonesty, unless the conviction is spent*
- *is an undischarged bankrupt*
- *has previously been removed from trusteeship of a charity by the court or the Charity Commissioners*
- *is under a disqualification order under the Company Directors Disqualification Act 1986*

*It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.*