

Trustee, Chair & Vice-Chair Job Descriptions

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 and young adult carers and the rehabilitation of young offenders.

The governance of TT1949 is overseen by a Board of 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 Chair Job Description

In addition to the responsibilities and tasks for a Trustee, the Chair undertakes the following:

Responsibilities

- To lead the Board of Trustees in fulfilling its legal, financial and regulatory responsibilities.
- To work in partnership with the Director to achieve the mission of the TT1949.

Tasks

- To chair Board meetings so that it functions effectively in carrying out its duties.
- To ensure the Board is transparent in its decision making processes.
- To encourage all Trustees to fulfil their duties and fully participate in meetings.
- To line manage the Director by monitoring, reviewing and supporting their work including regular (monthly) meetings.
- To prepare for and conduct the Director's annual appraisal.
- To work with the Director to complete the Trustees Annual Return for the Charity Commission.
- To respond to queries raised by the Director in a timely manner.
- To authorise the payments set up by the Director for grants, invoices, expenses and salaries using the online banking system or occasionally by cheque (where possible payments are made in batches about twice a month).
- To ensure board members and staff are recruited as and when required.

- To delegate specific tasks to individual Trustees as and when required.

4.0 Vice-Chair Job Description

In addition to the responsibilities and tasks for a Trustee, the Vice-Chair also undertakes the following:

Responsibilities

- To assist the Chair by taking responsibility for discrete aspects of the governance. Specific responsibilities to be agreed according to the skill set of both the Vice-Chair and Chair.

Tasks

- To chair meetings of the Board in the absence of the Chair.
- To authorise bank payments in the absence of the Chair.
- To undertake any or all of the Chair's tasks in the prolonged absence of the Chair.

5.0 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.

6.0 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).

7.0 Board Skills Assessment

Priorities 2021 -2025	Skills/Knowledge/Experience Required	Essential(E)/ Desirable(D)
A)To deliver the current strategic aims and set future priorities.	Strategic planning Project Management	E E
B)To raise awareness of The Triangle Trust 1949 Fund within the young	Communications Marketing	D D

carer and youth criminal justice charity sector.	Public Affairs	D
C)To have an effective grant application process that is not a burden to potential recipients.	Fundraising Grant giving	D E
D)To enhance governance procedures and improve overall efficiencies of The Triangle Trust 1949 Fund.	Legal Accounting Investment Management Managing/employing staff	D D D D
E)To award grants funding work that addresses learning gaps for young carers and young adult carers and supports young offenders to secure employment.	Charity Social Enterprise Evaluation Learning	E D D D

8.0 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.