Diocese of Leicester

Trustee Board member role description

*Purpose of Trustee Board*

The Trustee Board is responsible for approving financial and strategic/mission plans to be presented to the Synod and for overseeing the implementation of these, along with compliance aspects of secular and ecclesiastical law which pertain to the work of the DBF.

The Trustee Board brings together responsibility for

* Board approval of policy and strategy decisions;
* The diocesan income and expenditure and all its assets
* The management of risks applicable to the DBF;
* The functions of the Standing Committee of Diocesan Synod;
* The trustee functions which are specific to the DBF as a charity (eg compliance, staff, reporting, etc.);
* The functions of the Diocesan Mission and Pastoral Committee; and
* The tasks allocated to the bishop’s council by the Church Representation Rules in respect of matters relating to General Synod.

Leicester Diocesan Board of Finance (DBF) is established under the Diocesan Boards of Finance Measure 1925 and, as required by that Measure, a company registered under the Companies Act (Company no. 227087). It is also a registered Charity (Charity no. 249100) and members are therefore Charity trustees.

Main Responsibilities of Trustee Board members

The duties of a Trustee Board member are:

* Working with the Bishop, ensure that the Diocese has a clear vision, mission and strategic direction and is focused on achieving these.
* Ensure that adequate arrangements are in place for oversight of safeguarding provision and responding to concerns and disclosures.
* Be responsible for the performance of the Diocesan Board of Finance, ensuring that it complies with all legal and regulatory requirements.
* Act as guardians of the Diocese’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
* Ensure the Diocesan Board of Finance complies with its governing document and applies its resources exclusively in pursuance of its objectives.
* Contribute actively to the Trustee Board’s role in giving clear strategic direction to the Diocese, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
* Safeguard first and foremost the people of the Diocese, particularly those who are young, vulnerable or less powerful, and, having first met this objective, protect also the reputation and values of the Diocese.
* Ensure effective and efficient use of the Diocesan Board of Finance’s resources.
* Ensure, as far as possible, the financial stability of the Diocese.
* Protect and manage the property of the Diocesan Board of Finance and to ensure the proper investment of its funds.
* Ensure that attention is paid to listening to God’s calling in discussion and decisions.
* Nurture their own faith and pray for the work of the Diocese.

Person Specification

All Trustee Board members must meet Charity Commission eligibility criteria.

Experience, Knowledge Skills

1. It is expected that Trustee Board members will be active members of the Church of England and on the electoral roll of a church in the Diocese of Leicester (or equivalent for a religious community, Fresh Expression or other Anglican body).
2. Eligible to be appointed as Charity Trustees and therefore comply with the Fit & Proper Person requirements set out by HMRC.
3. Ideally experience in (or if stated, understanding of) one or more of:
	1. developing a strategic plan, preferably in a charitable organisation
	2. monitoring delivery of a strategic plan
	3. being a Charity Trustee
	4. risk assessment and management
	5. oversight of an organisation with circa £10m turnover and/or assets of £80m
	6. understanding of charity audits
	7. management of commercial operations, ideally hospitality
	8. understanding of appropriate IT infrastructure
	9. running a large church or mission project.
4. Familiar with the Nolan Principles and the Charity Governance Code.
5. Able to use relevant skills, experience and knowledge when acting as a Board member.
6. Excellent interpersonal and relationship skills
7. Sound, informed, independent judgement
8. Ability to think creatively and work collegially
9. Commitment to the work of the Church of England in Leicester and Leicestershire in all its forms

Time Commitment

There are six planned board meetings each year with others potentially being arranged as necessary. There is also a 2 day residential meeting held jointly with the Bishop’s Advisory Forum.

Remuneration

This role is an unremunerated voluntary position, but reasonable travel expenses will be reimbursed.