

KHL Trustee Role Description

Role Summary

Working with the board of Trustees to ensure good governance and to ensure KHL complies with its governing document, charity law, and any other relevant legislation. To be actively involved in meeting the charities aims and drive forward KHL vision.

Main Responsibilities

- To contribute actively to the Board of Trustees in giving strategic direction to KHL, setting overall policy, defining goals and evaluating services.
- To ensure that KHL complies with legal requirements and regulations including: the constitution, charity law, employment law, data protection and insurance
- To ensure that processes, procedures and policies are in that place that guard KHL against non-compliance with the above its governing documents.
- To comply with and be accountable for monitoring the delivery of legal obligations and ensuring outcomes are met.
- With the Chief Officer, to monitor and account for KHL resources in all areas, including money, property and staff.
- To make sure KHL is properly insured against all reasonable liabilities.
- To ensure that provisions are in place to support and manage staff and volunteers.

Other General Duties

- Act in the best interest of KHL at all times
- Promote the work of KHL
- Be committed to working as part of a team
- Ensure confidentiality
- Follow and implement best equal opportunities practice
- Attend appropriate training and relevant meetings as required
- Attend board meetings, read papers in advance of meetings, scrutinise board papers, participate in discussions
- Declare any conflict of interest while carrying out the duties of a Trustee.

Trustees are asked to commit to an average of 1-2 days every month to KHL which will include attending Board meetings, subgroups and occasional events. They will be expected to remain well informed about KHL and its activities, taking a personal interest in and collective responsibility for its sustainable growth.