

RSTMH Bye-law - Role description of Trustee

General Duties of a Trustee

- To be responsible for the proper administration of RSTMH
- To accept ultimate responsibility for everything RSTMH does
- To act reasonably and prudently in all matters relating to RSTMH
- To safeguard and protect the assets of RSTMH
- To act collectively with the other Trustees
- To act in the best interests of RSTMH
- To avoid any conflict between his or her personal interests and those of RSTMH

Other Duties

In addition to the above duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve:

- scrutinising Board papers
- leading discussions
- focusing on key issues
- providing guidance on new initiatives
- other issues in which the Trustee has special expertise

Main responsibilities

- To take part in formulating and regularly reviewing the strategic aims of RSTMH
- With other Trustees, to ensure that RSTMH policy and practices are in keeping with its aims and Constitution
- With other Trustees, to ensure that RSTMH functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice

Main duties relating to:

Formulating strategic aims

- To contribute actively to the Board of Trustees in setting mission, vision and values, giving firm strategic direction to RSTMH, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To establish and monitor policies including an ethical framework for everyone connected with RSTMH
- To be available to serve on the Appointment Panel that selects the Chief Executive
- To work with the President (Chair of Board of Trustees) to monitor the performance of the Chief Executive
- To serve on at least one committee and recommend policy and projects to the Board of Trustees
- To promote RSTMH to potential members and funders through networking

Ensuring policies and practices are in keeping with RSTMH aims

- To follow the RSTMH Trustee Code of Conduct at all times
- To ensure RSTMH applies its resources exclusively in pursuance of its objects
- To ensure RSTMH pursues its objects as defined in its governing document

- To monitor and evaluate the effectiveness of RSTMH through a regular review of programmes and services
- To attend Board of Trustee meetings and to review the Board papers in advance
- To reflect Trustee policies and concerns on all committees and sub-committees

Ensuring best practice

- To be an active member of the Board of Trustees in exercising its responsibilities and functions
- To ensure the financial stability of RSTMH and to ensure the proper investment of its funds
- To ensure RSTMH complies with its governing document and with charity law, company law and any other relevant legislation or regulations
- To fulfil such other duties and assignments as may be required from time to time by the Board of Trustees
- To regularly review the performance of the Board of Trustees and take steps to improve its performance
- To take part in training sessions provided for the Board of Trustees

Trustee Person Specification

- Commitment to RSTMH
- Willingness to devote the necessary time and effort to being a Trustee
- Strategic vision
- Good, independent judgement.
- Ability to think creatively
- Willingness to speak his or her mind
- Understanding the acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Demonstrating selflessness, integrity, objectivity, accountability, openness, honesty and leadership