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**TRUSTEE ROLE DESCRIPTION**

 **The statutory duties of a trustee**

* To ensure that the Theatre pursues its objects as defined in its governing document
* To ensure the Theatre uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities may seem
* To ensure that the Theatre complies with its governing document, charity law, company law and any other relevant legislation or regulations
* To contribute actively to the board of trustees’ role in giving firm strategic direction to the Theatre, setting overall policy, defining goals and setting targets and evaluating performance against agree targets
* To safeguard the good name and values of the Theatre
* To ensure the effective and efficient administration of the Theatre
* To ensure the financial stability of the Theatre
* To protect and manage the property of the Theatre and to ensure the proper investment of the Theatre’s funds
* If the Theatre employs staff, to appoint the executive director and monitor his/her performance

**Other duties**

In addition to the above statutory 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:

* Leading discussions
* Focusing on key issues
* Providing guidance on new initiatives
* Other issues in which the trustee has special expertise

**Trustee person specification**

* Commitment to the theatre
* Willingness to devote the necessary time and effort
* Strategic vision
* Good, independent judgement
* Ability to think creatively and a willingness to speak their mind
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* Willingness to make and stand by collective decisions, including those which may be unpopular
* Ability to work effectively as a member of a team
* To be an advocate for the theatre
* Willingness to help with contacts and introductions to a wide network of local people