



www.faithinfamilies.wales

E-mail: admin@faithinfamilies.wales

Core Services
Teilo's Community Cwtch
62 Cheriton Crescent
Portmead
Swansea
SA5 5LA

Tel. 01792-588487
Mob. 07872993139

TRUSTEE ROLE DESCRIPTION

Trustees are the people responsible under the governing document of the Swansea and Brecon Diocesan Board for Social Responsibility (known as Faith in Families) for the governance of its work.

The role of a trustee is:-

- To ensure that the Swansea and Brecon Diocesan Board for Social Responsibility complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations.
- to ensure that the Swansea and Brecon Diocesan Board for Social Responsibility pursues its objects as defined in its governing document;

The Charity's objects ("the Objects") are for the **prevention or relief of poverty** for public benefit in Swansea by providing: grants, items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty, in particular but not exclusively families with young children. In furtherance of such objects, but not further or otherwise, the Charity shall have power:

- to develop networks of community support, including family centres, out of school care, playgroups and other needs identified within the community.
- To maintain proper financial control and ensure that the Swansea and Brecon Diocesan Board for Social Responsibility applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are.
- To set and maintain vision, mission and values.
- To develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To ensure accountability.
- To set up employment procedures and respect the roles of staff/volunteers.

- To draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures.
- To ensure that risk assessments for all aspects of the business are carried out.
- To safeguard the good name and values of the Swansea and Brecon Diocesan Board for Social Responsibility (Faith in Families).
- To maintain effective board performance and ensure the effective and efficient administration of the charity including funding, insurance and premises.
- To promote the work of Faith in Families.
- To act in the best interests of the charity, never in the interests of yourself or another organisation.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. These may involve scrutinising Board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise.

A Trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of the Swansea and Brecon Diocesan Board for Social Responsibility in mind.

Section 178(1) of the Charities Act 2011 disqualifies anyone who:

- has been convicted of an offence involving deception or dishonesty.
- is an undischarged bankrupt or is the subject of a bankruptcy restrictions order or an interim order or has an individual voluntary arrangement (IVA) with creditors
- has previously been removed from trusteeship of a charity by the court or the Charity Commissioners due to misconduct or mismanagement.
- is under a disqualification order under the Company Directors Disqualification Act 1986.
- Is the subject of an order made under section 429(2) of the Insolvency Act 1986

It is normally an offence to act as a trustee while disqualified unless the commission has given a waiver.

All trustees are required to undergo an enhanced disclosure check (Disclosure and Baring Service) and must not be barred from working with children, young people and adults.

Company registration no: 4440970
Charity registration no: 1095035

[Further information provided by the Charity Commission on the role of the Trustee, can be found here.](#)