**Trustee role description**

There is a huge variety of charities and non-profits across the UK, and as such, the role of trustees will vary according to organisational needs. This template role description is therefore an overview of a trustee role and can be added to or amended to suit your organisation. The text in square brackets is for you to amend.

**Trustee role – [Organisation name]**

**Location: [X] / remote**

**Time commitment:** We have [X] board meetings per year. Trustees are expected to attend these, and devote sufficient time to read through the board papers in advance.There may be other events that trustees are invited to attend, and other opportunities to get involved. We estimate the time commitment to be [X] days per month.

**Terms of office:** Our trustees have a term of office of [X] years, for a maximum of [X] years.

**Context**

[We suggest you add some information here about your organisation and its mission and objectives.]

**Overall purpose of the role**

Our trustees are legally responsible for the governance of the charity. This means they must make sure that [organisation name] achieves its objectives, which are set out in our governing document. The trustees ensure that we have a strategy, and that our assets and resources are only used for charitable purposes in line with the governing document. Trustees make sure that we operate in line with any relevant laws, particularly the Charities and Companies Acts.

Trustees have a collective responsibility – they work together for the best interests of [organisation name].

**Main responsibilities**

**Governance**

1. To understand [organisation name]’s aims and objectives as set out in our governing document and ensure that we operate in accordance with them.
2. To help set the strategy for the organisation, including the financial strategy, and ensure implementation and progress is monitored.
3. To use your skills, knowledge and experience to further our work, putting aside any personal interests, and declaring any conflict of interest if/ when they arise.
4. To identify any risks to [organisation name] and ensure they are monitored.
5. To contribute towards an annual review of the board’s performance.
6. To help to identify, recruit and induct new board members and the chair.
7. To attend and contribute to meetings of the board as relevant, and undertake agreed tasks between meetings.
8. To uphold any policies and procedures relevant to the trustee role including confidentiality, safeguarding and data protection. [You could link to relevant policies here, or include them in the trustee recruitment pack.]
9. To uphold and contribute to our approach to equity, diversity, and inclusion. [You could link to your EDI policy here or include it in the trustee recruitment pack.]

**Working with staff/ volunteers**

1. To understand and maintain boundaries between the governance perspective of the board, and the work of any staff and volunteers.
2. To provide support and challenge to the CEO and other staff to ensure they are carrying out their roles and achieving the set objectives for [organisation name].
3. To help with the recruitment and/or induction of the Chief Executive/senior management as required.

**Representing [organisation name]**

1. To represent the board’s agreed position when speaking publicly on behalf of [organisation name].
2. To act as an ambassador and champion for [organisation name] at events and online.

**How the Association of Chairs can help you**

Chairs and trustees are unpaid. They should not be unsupported too.

That’s why we’re here.

We champion all charity and non-profit chairs and their boards – no matter how big or small your organisation is, no matter where you are on your governance journey.

Our membership includes vice chairs, co-chairs, former chairs, trustees and governance experts. We understand the challenges of chairing and trusteeship and are here to help.

**We share and support**

With our lively community and regular groups and events, we provide a safe and supportive network. Chairing can be lonely – but you don’t have to do it alone.

**We learn and develop**

With over 40 bespoke resources plus regular events, webinars, and training, there are plenty of opportunities to grow your expertise and share your own experiences.

Become part of our collaborative community today – find out more: <https://associationofchairs.co.uk/about-us/join-the-association-of-chairs/>

Last updated: September 2025