**HADDENHAM COMMUNITY LIBRARY**

Registered Company No. 07972739 Registered Charity No. 1148062

**VOLUNTEER DIRECTOR/TRUSTEE**

**GENERIC ROLE DESCRIPTION**

**1 .Background** (30/04/21)

Haddenham Community Library (HCL) is a private company limited by guarantee and a registered charity. It is responsible for running the library in Haddenham. The directors are also automatically trustees of the charity and may apply to become members of the company. The Board of Director/Trustees is made up entirely of volunteers none of whom receives any remuneration for their services.

**2. Overall purpose**

The Board of Director/Trustees is responsible for the overall governance and strategic direction of HCL, establishing its aims and objectives within the framework of its governing document (Articles of Association) and regulatory requirements.

The Board of Director/Trustees is accountable in varying degrees to a number of different stakeholders including, but not limited to, beneficiaries of the charity i.e. library users, donors and supporters, Companies House, the Charity Commission and Buckinghamshire Council Library Service.

The Board must always act in the best interests of the library, exercising the same standard duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The Board must act as a group and not as individuals*.*

**3. General responsibilities**

* To ensure that the company pursues its objects as set out in its Articles of Association.
* As trustees, to comply with the trustees responsibilities as set out in the Charity Commission’s guidance CC3 “The essential trustee: what you need to know and what you need to do”.
* To ensure that the company uses its resources exclusively in furtherance of its objects. It must not spend money on activities which are not included in its objects, no matter how worthwhile or charitable those activities are.
* To contribute actively to the Board of Director/Trustees role in giving firm strategic direction to the company, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
* To avoid (or declare) actual or potential conflicts of interest.
* To safeguard the good name and values of the company.
* To ensure the effective and efficient administration of the company.
* To ensure the financial stability of the company.
* To protect and manage the property of the company and ensure the proper investment of the company’s funds.
* To support the staff and volunteers and monitor their performance.

**4. Specific Duties**

* To attend Board of Director/TrusteesBoard meetings.

There are normally six Board of Director/Trustee meetings each yearplusthe company AGM. Dates are agreed in advance at the last meeting of the previous year. Director*/*trustees are expected to attend all Board meetings but after allowing for holidays and unforeseen circumstances it is expected that director/trustees will attend a minimum of two thirds of the meetings*.* Additionally there is an Annual Public Meeting at which all director/trustees are expected to participate.

* To carry out any tasks that may from time to time agreed and assigned at the above meetings.

In addition to the above mainly statutory duties of all director/trustees, each director/trustee is expected to use any specific skills, knowledge or experience they have to help the Board of Director/Trustees to reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues and providing guidance on new initiatives or other matters on which the director/trustee has special expertise. Director/trustees may also be required to represent HCL at events where the company has an official presence.

- To contribute to working groups or sub-committees that may be established by the Board from time to time.

Such groups have included those for premises development and refurbishing, fundraising and marketing and communications. They may focus on a specific project or address an ongoing concern. Director/trustees are also encouraged to volunteer in the library or attend relevant training in order to understand the role of the library in the community and be aware of issues facing staff and volunteers on a daily basis.

**5 .Person specification**

Each director/trustee must have the following:

* A commitment to the company.
* An understanding and acceptance of the legal duties, responsibilities and liabilities of a director and member of a private company limited by guarantee and those of a trustee of a charity.
* A willingness to devote the necessary time and effort to their duties as a director/trustee.
* Strategic vision.
* Good, independent judgement.
* An ability to think creatively.
* The courage and willingness to speak their mind.
* An ability to work effectively as a team member
* An eye for detail and good organisational skills
* Good communication and negotiation skills
* Tact and good interpersonal skills

**Role Description agreed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair) Next review due April 2024**