

# Lawford Football Club

School Lane, Lawford, Essex, CO11 2HZ



## TRUSTEE: ROLE DESCRIPTION

### Role Summary

As a Trustee, you will sit on the Board of the football club and share responsibility with the other Trustees for the general control and management of the charity and have ultimate responsibility for directing the affairs of the charity, and ensuring that it is solvent, well-run, and delivers the charitable outcomes for the benefit of the public for which it has been set up.

Being a Trustee gives you an opportunity to use your skills, experience and knowledge for the benefit of charity and can also offer you ways to develop new skills.

By joining the football club's Board, you will have the passion and commitment in helping Lawford Football Club continue to offer football opportunities to as many individuals as possible.

You must be at least 18 years of age.

You must not act as a Trustee if you are disqualified under the Charities Act, unless your disqualification has been waived by the Charity Commission.

### Key Responsibilities

The duties of a trustee board member are to:

Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.

Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.

Comply with the requirements of other legislation and other regulators (e.g. The Football Association) which govern the activities of the charity.

Act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets.

Ensure that the charity is and will remain solvent.

Use charitable funds and assets reasonably, and only in furtherance of the charity's objectives.

Avoid undertaking activities that might place the charity's funds, assets or reputation at undue risk.

Take special care when investing the funds of the charity or borrowing funds for the charity to use.

Use reasonable care and skill in their work as Trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.

Safeguard the good name and values of the charity

## **Key skills & attributes**

A commitment to the vision of Lawford Football Club

A willingness to attend monthly meetings

Integrity

Strategic vision

Good, independent judgement

An ability to think creatively

A willingness to speak their mind

An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

An ability to work effectively as a member of a team and to take decisions for the good of Lawford Football Club