



TRUSTEE ROLE DESCRIPTION

Purpose:

Embrace the Middle East is a registered charity (no 1076329), established in 1854, which seeks to improve the lives of vulnerable and disadvantaged people in the Middle East by working in partnership with local Christians, focusing on education, healthcare and community development. Its Board of Trustees (the Board) is responsible for the overall governance, monitoring and strategic direction of the charity. It works with the charity's management staff to ensure that the charity fulfils the objects defined in its Articles and acts in accordance with the charity's vision and mission, and in compliance with all legal and regulatory requirements.

Key responsibilities of trustees:

1. To formulate and regularly review the strategic aims of the charity in accordance with its legal objects and to ensure that the policy and practices of the organisation are in keeping with its aims.
2. To monitor the performance of the charity against the agreed strategic aims.
3. To ensure that the organisation functions within the legal and regulatory requirements of a charitable organisation and strives to achieve best practice.
4. To act as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.

Main duties and tasks of trustees:

1. Formulating and reviewing strategic aims

- a. Ensure the charity has a clear vision, mission and strategic plan, and that there is a common understanding of these by trustees and management.
- b. Work with management to formulate the business, operational and other plans necessary to support the vision, mission and strategic priorities.
- c. Agree and review the CEO's annual and longer term objectives and targets, to ensure that these support the achievement of the vision, mission & strategic priorities.
- d. Agree Board policies which support the vision, mission and strategic priorities, and monitor their implementation.
- e. Follow the Code of Conduct at all times, particularly when exercising the functions of the trustees, or any of its committees.

2. Monitoring performance

- a. Appoint the Chief Executive (CEO) and ensure that there is appropriate investment in his/her ongoing professional development.



- b. Agree the method for measuring objectively the progress of the charity in relation to its vision, mission, strategic objectives/priorities, business plans and annual targets, and to receive regular reports from the CEO and others on the performance of the charity.
- c. Ensure that views of beneficiaries on the performance of the charity are regularly gathered and considered by the Board.
- d. Hold the CEO to account for the management and administration of the charity.
- e. Ensure that the CEO receives regular, constructive feedback on his/her performance in managing the charity and in meeting his/her annual and longer term targets and objectives.

3. Legal and regulatory compliance

- a. Be aware of all legal and regulatory requirements and ensure the charity complies with them
- b. Understand the rules and constitution that govern the charity, to ensure that the charity complies with its governing instruments, reviewing such governing instruments periodically.
- c. Agree the levels of delegated authority, whether to officers of the charity, board committees or management, and to ensure that these are appropriately recorded
- d. Act as directors of the charity for the purposes of UK company law.

4. Guardians of the charity's assets

- a. Ensure that the charity has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets.
- b. Ensure that monies are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the Board.
- c. Ensure that the major risks to which the charity is exposed are reviewed annually and that systems have been established to mitigate these risks.
- d. Ensure that the income and property of the charity is applied for the purposes set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit.
- e. Ensure that intangible assets such as organisational knowledge and expertise, intellectual property and the charity's good name and reputation are properly safeguarded.

5. Promotion of the charity and engagement with overseas partners

- a. Be prepared to act as a spokesperson for the charity when asked by the Chair or CEO, and to work within an agreed brief
- b. Attend events as an ambassador for the charity, to network and promote the work of the organisation.
- c. Assist with fundraising by speaking, networking and otherwise seeking donations in conjunction with staff and volunteers, with support and training as appropriate.
- d. Active participation in the Embrace-sponsored programme of visits to the countries in which the charity has partners, enabling trustees to be well informed on the work of the charity, to provide a sense of 'solidarity' with our partners, and providing support to and ensuring the robustness of management's ongoing programme review processes.



Further information

Trustees need to be available to attend quarterly Board meetings (quarterly including one two day residential) and serve on at least one Committee (usually two or three two hours meeting per year). Additional time is needed to read Board papers etc.

Meetings are generally held midweek either at the charity's head office in Amersham or in central London. We have video conferencing facilities when attendance in person is too difficult. Dates are set a year in advance. Trustees are appointed for three year terms up to a maximum of nine years. This is an unpaid position but travel and other agreed expenses are reimbursed.

Although trustees are encouraged to play an active part in the Embrace-sponsored programme of visits to the countries in which the charity has partners, it is acknowledged that some may be unable to do so, for health, family or time commitment reasons.