

## Trust Officers Duties

The overriding responsibility of all trustees is to ensure the activities of the trust and shop are carried out in a legal and financially responsible manner. The following sets out the specific duties and skills for the officers of a Trust.

### Chair

#### *Objective*

The role of the Chair is essentially one of leadership. This person should have a clear understanding of the difference between Governance (trust) and Operational (shop) responsibilities and be familiar with the trust constitution and policies. Knowledge of meeting procedures will encourage effective, stimulating meetings

#### *Activities*

- Ensure all trustees have a clear understanding of the Governance role of the trust
- Maintain an overview of goals and actions to ensure all Trust activities are in accordance with the Constitution and objectives
- Ensure Business Plan is in place and actioned
- Liaise with Trust Liaison, appropriate TAI staff and shop managers
- Co-ordinate and facilitate Trust meetings, working closely with the Secretary
- Ensure Trustee recruitment and induction is carried out
- Be aware of current trustee skills and knowledge to ensure smooth succession planning

### Secretary

#### *Objective*

Ensure the efficient flow of communication and maintain accurate records

#### *Activities*

- Take minutes during meetings and circulate to all shop Trustees and Trust Liaison
- Attend to any correspondence arising from the meeting.
- Ensure documentation required under Charities Act 2005 is up to date and accurate
- Ensure all Trust documentation is circulated and filed
- Maintain an up-to-date contact list of Trustees and Trust Members
- Maintain and circulate communication tree for use in emergencies. Arrange trial run for accuracy at regular intervals.
- Ensure Trust Handbook is maintained, holds all required documentation and is available to trust members.

### Treasurer

#### *Objectives*

All shop trusts have now signed the Accounting Services Agreement. The role of Treasurer is therefore to monitor, rather than manage, the finances of the shop. (Refer - Accounting Service Agreement)

#### *Activities*

- Monitor monthly financial shop reports from TAI, ensure they are signed and returned to TAI.
- Ensure presentation of monthly financial reports for approval at Trust meetings.
- Have ability to explain content of financial reports to other trustees
- Ensure all monies/sales are deposited into the bank regularly
- Co-ordinate the budget process, in conjunction with shop manager and TAI.

Trust officer duties,

Completed: June 2006, Reviewed August 2007, August 2009, August 2012, October 2013, September 2015, September 2021, September 2022

Next Review: September 2023

- Ensure the Annual Financial Statements are reviewed, signed and returned promptly to TAI to meet audit requirements
- Act as contact for financial matters and respond to accounting queries from TAI

## Human Resources

### *Objectives*

Manage HR services - under contract if tasks have been formally delegated. (Refer - Human Resources Service Agreement)

Usually the HR officer will be the person most closely working with the shop manager on a day-to-day basis. If there is an issue with manager performance this needs to be discussed by the Trustees; however there is a right for the CEO of Trade Aid Importers to direct the manager on commercial management of the shop. Where it is felt these directions are in conflict the CEO or his delegate will address these matters firstly with the Trust.

### *Activities*

- Ensure all HR responsibilities are carried out in an accurate and timely manner
- Act as contact for personnel matters and liaise with National Retail Manager as required
- Involvement in recruitment of paid shop staff
- Take part in annual performance reviews
- Involvement in performance management issues with TAI
- Ensure all staff receive appropriate training

## Health & Safety

### *Objectives*

Trade Aid Trusts are firmly committed to the provision of a safe and healthy workplace for staff, volunteers, shop customers, contractors and visitors in accordance with all legislative requirements including duties under the Health and Safety at Work Act 2015 and subsequent regulations, Approved Codes of Practice, Standards and Best Practice guidelines.

### *Activities*

- Promoting a continuous improvement of policies and procedures and ensuring health and safety matters are properly addressed
- Ensuring Health and Safety issues are discussed at Trust and Shop meetings
- Reviewing the overall Trust Health and Safety Management Plan on an annual basis, inclusive of all significant hazards, risks and controls on a 6 monthly basis
- Ensuring all new relevant industry standards, approved codes of practice, best practice guidelines and legislative changes are up kept up to date and implemented into business practice
- Setting annual Health and Safety objectives for the Trust
- Allocating financial resources for Health and Safety management

\*See current HSMP for a full list of duties and responsibilities

## Promotions and Education

### *Objective*

Increase awareness and sales through the promotion/education of the TA Movement and promotion of the local shop.

All trusts require at least one person to fulfil the role of education. However, it is recommended that an education team is formed as a sub-group of the trust to take responsibility for activities in this area

### *Activities*

- Develop and implement a comprehensive promotions plan which includes establishing a calendar of events such as special promotions or Trade Aid stall plan special theme events (eg

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- World Fair Trade Fortnight).
- Arrange stalls at markets, fairs and other community fundraising opportunities.
- Seek opportunities for free advertising and other fundraising avenues co-ordinate joint promotional projects.
- Develop and implement an education plan by seeking and co-ordinating speaking engagements (schools, interest groups etc) and responding to requests.

## **Recruitment**

### *Objective*

With other trustees, identify and recruit new trustees.

Work with new trustees to ensure they receive full orientation into the trust and quickly see themselves as welcomed by and contributing to the trust.

### *Activities*

- Ensure robust recruitment and orientation process is put in place for all new trustees
- Ensure all new trustees have a clear understanding of Governance
- Be aware of gaps in trust skills/knowledge and work to identify appropriate recruits for all delegations. Encourage diversity amongst trustees
- Ensure trust maintains sufficient members as required by its constitution.

Note: While it is not illegal, Trade Aid does not encourage paid shop staff to become trustees as this raises the potential for a conflict of interest. Likewise, if a trustee becomes a paid staff member, there is an expectation they will resign from the trust.

### *Refer to:*

- Human Resources Service Agreement
- Accounting Service Agreement
- Recruitment and Orientation Guidelines
- Trust skills analysis