

# Trustee Roles and Responsibilities

## Primary duties

Trustees are responsible for leading the strategic direction of the Breastfeeding Network - they ensure that funds are spent appropriately and effectively; they promote the charity and its causes; they ensure compliance with relevant regulations and they work with all the staff and volunteers to meet the needs of mothers and their families.

## Collective responsibilities of Board members

- To support compliance of BfN with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that BfN is furthering the aims and objectives of the charity and that decisions taken are acted upon
- To contribute actively to the Board of Trustees' role in giving strategic direction to the organisation
- To always act in the interest of the organisation and its beneficiaries, safeguarding the good name and values of BfN
- To safeguard BfN's assets and oversee that the use of its resources is exclusively in pursuance of its objects (it must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are)
- To oversee the effective and efficient administration of BfN including risk management
- To oversee the financial stability of BfN including accurate reporting
- To protect the wellbeing and rights of employees
- To assist in the appointment of the Chief Executive Officer and assist in monitoring their performance

## Individual responsibilities

In addition to the above duties, each Trustee should use any specific skills, knowledge or experience they have to help the board of Trustees reach sound decisions. Each Trustee should:

- Ensure that they receive induction and seek ongoing development
- Declare any conflict of interest
- Attend Board meetings and the AGM; a minimum attendance at 3 out of 4 Board meetings is expected
- Scrutinise and comment on board papers
- Lead and participate in discussions
- Scrutinise performance against aims and objectives
- Provide guidance on new initiatives
- Advocate for BfN
- Represent BfN at request of Chair and CEO
- Contribute on areas where the Trustee has special expertise
- Respect confidentiality, and work considerately and respectfully with all, respecting diversity, different roles and opinions, and avoid giving offence
- Prepare fully for, and attend meetings. Actively engage in discussion and debate at meetings, listening carefully, challenging sensitively, and avoiding conflict. Act collectively at meetings and accept a majority decision.