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, babies and new families that we support. Beyond anything, trustees must have a desire to see the charity thrive; in order for that to happen, the Board needs a wide range of skills and abilities from a diverse range of backgrounds.

# Collective responsibilities of Board members

* 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 interests of the organisation and its beneficiaries, safeguarding the good name and values of BfN
* To support compliance of BfN with its governing documents, charity law, company law and any other relevant legislation or regulations.
* 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 monitor the performance of the Chief Executive Officer

# 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:

* 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 at board meetings in a constructive manner
* 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
* Ensure that they receive induction and seek ongoing development