



Lancashire

Global Education Centre

Job Description for Management Committee Members (Board of Trustees)

Management Committee members are Trustees of Lancashire Global Education Centre (Registered with the Charity Commission as Lancashire Development Education Group Ltd, Charity No. 1089036).

The duties of trustees are to:

1. Ensure that the charity complies with its governing document, charity law and other relevant legislation or regulations.
2. Ensure that the charity pursues its charitable objects as defined in its governing document.
3. Ensure that the charity applies its resources exclusively in the furtherance of its objects (i.e. the charity must not spend money on activities which are not included in its own objects even if these are charitable).
4. Contribute actively to the management committee's role of providing strategic direction to the organisation, setting overall policy, defining goals and monitoring progress in relation to goals.
5. Safeguard the good name and values of LGEC.
6. Ensure effective and efficient administration of LGEC.
7. Ensure financial stability of LGEC.
8. Protect and manage the property of the charity and ensure the proper investment of the charity's funds.
9. To appoint and support the LGEC co-ordinator and monitor his/her performance.

In addition to the above statutory duties of all trustees, each management committee member should use any specific knowledge or experience he or she may have to help the committee to reach sound decisions. This will involve scrutinising management committee meeting papers, taking part in discussions, focusing on key issues, and providing advice and guidance, where possible, requested by the board on new initiatives and other issues relevant to the area of LGEC's work in which the committee member has special expertise.