

Trustee Role Description



Introduction

As a User-Led Organisation, **EDA's Trustees are one of our best assets**. Having disabled people leading the organisation ensures that our projects meet the needs and expectations of our clients, and that our voice is well-informed and credible.

Main Duties

EDA is a dynamic and proactive organisation, which means that the role of a Trustee is constantly changing. This makes working with us an exciting and rewarding challenge, and includes the following:

- Developing and maintaining an **overall vision and set of goals** for the organisation
- Working closely with EDA Project Managers to **champion and develop our projects**
- **Keeping up-to-date** with what's happening nationally and applying it to our work
- **Strategic (long-term) planning** to keep EDA relevant, innovative and secure as an organisation
- There will be opportunities for all Trustees to **take a lead** on specific pieces of work, by chairing sub groups or using web and email groups
- **Supporting the Chief Executive** by providing supervision, guidance and leadership
- **Representing the organisation** at public meetings, to the media and within partnerships
- **Ensuring compliance** with legislative and regulatory requirements

- Ensuring the organisation is financially robust and well-managed by regularly **reviewing accounts and budgets**
- **Reviewing and authorising payments**, also large orders and applications for funds
- Developing new and existing **policy and guidance** to ensure the smooth running of the organisation and projects
- Ensuring our ongoing success through **recruiting excellent staff and volunteers** to work with us
- **Monitoring performance** in all areas of our work, including against our policies and procedures, and the performance of our staff

Main Responsibilities

As with any important role, being a Trustee involves taking on some responsibilities. Some of these will rest with you, and others will be attended to by EDA staff. We will provide training to understand what is involved, but a summary is shown below:

- To keep clear and up-to-date **financial records** and produce **annual accounts**
- To **take advice** from suitable professionals (eg accountants, solicitors etc) if needed
- To ensure that EDA is **working towards our goal**: increasing the independence and wellbeing of disabled people in everything we do
- To **avoid any personal conflict of interest**, such as gaining financially from contracts, funding etc
- To **develop skills** through ongoing training

Reporting

EDA's Trustees must report to the **Charity Commission** and **Companies House**. These bodies govern charities and companies, and provide lots of information on their websites:

- www.charity-commission.gov.uk
- www.companieshouse.org.uk