



<b>The Role of a Windmill Hill City Farm Trustee</b>	
Reference: GV02	Effective date: 1 June 2012
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## The Role of a Windmill Hill City Farm Trustee

1. The Windmill Hill City Farm Board of Trustees is collectively responsible for establishing the essential purposes of Windmill Hill City Farm and are also responsible for safeguarding its ethos and values.
2. Together, the Board and the Chief Executive develop long-term strategy. Board meeting agendas reflect the key points of the strategy to keep the Board on track.
3. The Board create policies to govern organisational activity. These cover:
  - Guidance and procedures for staff, volunteers and clients/service users
  - Systems for reporting and monitoring
  - An ethical framework for everyone connected with the organisation
  - Conduct of trustees and board businessUltimate policy-making responsibility belongs to the Board. For this reason, the Board has the responsibility of keeping apprised of the organisation's policies. Revisions to some policies emanating from staff may give rise to a recommendation for the board to discuss, and debate.
4. The Board creates and implement comprehensive, fair and legal personnel policies. These protect the organisation and those who work for us. They cover:
  - Recruitment
  - Support
  - Appraisal
  - Remuneration
  - Discipline
5. The Board encourage members to stand for election as Trustees.
6. The Board makes sure the memorandum and articles of association are followed. In particular the organisation's activities must comply with the charitable objects as stated in the memorandum. The Board will review and renew the governing documents from time to time.
7. The Board is responsible for checking that all the organisation's activities are legal.
8. The Board ensures that Windmill Hill City Farm as a charity and a company fulfils its accountability as required by law to:
  - The Charity Commission
  - HM Revenue and Customs
  - Registrar of Companies (Companies House)
  - Entrust (the organisation is a registered Environmental Body)The Board is also accountable to:
  - Members
  - Staff and volunteers
  - Donors and funders
  - Beneficiaries
  - The general publicThis means publishing annual reports and accounts.
9. The Board is responsible for effectively managing Windmill Hill City Farm's resources so it can meet its charitable objects. This means:
  - Securing sufficient resources to fulfil the mission
  - Monitoring spending in the best interests of the organisation
  - Approving the annual financial statement and budget
  - Protecting Windmill Hill City Farm against liability by providing insurance
  - Seeking to minimise risk for the organisation
  - Participating in fundraising



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- Ensuring legal compliance.
10. The Board creates policy covering the employment of the Chief Executive. The Board also select and support her/him and review her/his performance. The Board recognises and respects the domain of staff and operational responsibility. At the same time, the Board creates policy to guide staff activities and safeguard Windmill Hill City Farm's interests. The extent and limits of the Chief Executive's authority are laid out in the Scheme of Delegation (GV16).
  11. The Board keeps its own house in order by supporting and following the Charity Commission Governance code (<https://charitycommission.blog.gov.uk/2017/07/13/the-new-charity-governance-code-essential-reading-for-all-trustees/>) addressing
    1. Organisational purpose
    2. Leadership
    3. Integrity
    4. Decision making, risk and control
    5. Board effectiveness
    6. Diversity
    7. Openness and accountability

It does this through

    - Productive meetings
    - Effective committees with adequate resources
    - Development activities
    - Regular performance reviews
    - Partnership with consultants where necessary.
  12. Through the Board's own behaviour, governance oversight and activities on behalf of Windmill Hill City Farm, it enhances and protects its reputation. Trustees are good ambassadors for Windmill Hill City Farm and adhere to its codes of conduct.