

TRUSTEE ROLE DESCRIPTION

1. The core duties of a trustee are:

- 1.1 To be familiar with and ensure that Gunnersbury Park and Museum Development Trust complies with its governing document (i.e. its articles of association), charity law, company law and any other relevant legislation (including employment legislation) or regulations.
- 1.2 To formulate, approve and review the strategic goals by which Gunnersbury Museum and Park Development Trust pursues its objectives.
- 1.3 To ensure Gunnersbury Museum and Park Development Trust adopts and observes policies which ensure that resources are applied exclusively in pursuance of its objects
- 1.4 To act at all times in the interests of the beneficiaries.
- 1.5 To be responsible for the strategic direction and operation of the Gunnersbury Museum and Park Development Trust including duties as an employer, financial duties, ensuring risks are insured against and ensuring assets are properly looked after.
- 1.7 To be responsible for ensuring funds and resources are secured for the future sustainability of the Gunnersbury Museum and Park Development Trust.
- 1.8 Account for its activities to funders, regulators, members and others as required.

2. In exercising these duties the Trustee must:

- 2.1 Contribute actively to the board of trustees' role in giving firm strategic direction to the Gunnersbury Museum and Park Development Trust, setting overall policy, defining goals and setting targets, contributing to the achievement of those goals and evaluating performance.
- 2.2 Safeguard the good name and ethos of Gunnersbury Museum and Park Development Trust.
- 2.3 Ensure the effective and efficient administration of Gunnersbury Museum and Park Development Trust and aim for best practice and good governance by regular and active participation at meetings.
- 2.4 Ensure the financial stability and protection of funds and assets of Gunnersbury Museum and Park Development Trust.
- 2.5 Protect and manage any assets of the charity and to ensure the proper investment of the charity's funds.
- 2.6 Use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

- 2.7 Fulfil any other duty agreed from time to time by the Board.
- 2.7 Ensure that the Board takes professional advice on matters in which it does not have competence.
- 3. To observe the duties of Company directors:**
 - 3.1 Duty to act within powers;
 - 3.2 Duty to achieve the Company's purposes (i.e. its charitable objects);
 - 3.3 Duty to exercise independent judgment;
 - 3.4 Duty to exercise reasonable care, skill and diligence;
 - 3.5 Duty to avoid conflicts of interest;
 - 3.6 Duty to not accept benefits from third parties; and
 - 3.7 Duty to declare interest in proposed transaction or arrangements.