



TRUSTEE ROLE DESCRIPTIONS

1. Trustee
2. Committee Chairman



SHUTTLEWORTH TRUSTEE ROLE DESCRIPTION

The duties of a Trustee of the Shuttleworth Trust are:

1. Together with all other Trustees, to take overall responsibility for the direction and control of the charity by:
 - Setting clear strategy, policy and long term direction, and reviewing performance against agreed goals and targets.
 - Agreeing clear delegation of authority and responsibility for the charity's day to day management and administration to the Executive Director.
 - Taking decisions on those matters reserved to the Board.
2. Together with all other Trustees, to ensure that the charity complies with its memorandum and articles of association, with charity and company law, and with any other legal and regulatory requirements relevant to Shuttleworth Trust activities.
3. Together with all other Trustees, to ensure that at all times and across all activities the charity acts within and pursues its charitable objectives, and delivers the charitable outcomes for the public benefit for which it has been set up.
4. Together with all other Trustees, to ensure that the assets and resources of the charity (including its money, property, land and reputation) are safeguarded and protected, and that the charity is and will remain solvent.
5. Together with all other Trustees, to set policies for the proper management of the charity's staff and volunteers; to appoint the Executive Director and review his/her performance.
6. To act reasonably and prudently in all matters relating to the charity, using any knowledge and skill he/she may have to help the Board of Trustees or its Committees reach sound decisions, obtaining appropriate professional advice where required.
7. To contribute fully and actively to the collective work and decision-making of the Board of Trustees, including serving on at least one Board Committee or working group as required.
8. To act with integrity; and at all times in the best interests of the charity as a whole, and of the charity's present and future beneficiaries.

This is a volunteer role, with commitment hours varying. As a minimum, you are expected to join at least one sub-committee, and attend all Board meetings and all meetings of the Committees that you are a member of, which would be approx 6 days per annum on site and a further 6 days for preparation, research, response and attendance at events.

The charity is based at Old Warden, Bedfordshire where most of the meetings and events are likely to take place. Virtual attendance at meetings can be accommodated.

Trustees are appointed initially for a three year term.

This is a description of the job at present. The above is not intended to be a comprehensive list of key responsibilities or duties. Other related duties may be required from time to time as delegated by the Board of Trustees.



SHUTTLEWORTH TRUSTEE ROLE DESCRIPTION FOR COMMITTEE CHAIRMAN

The overall responsibility for the affairs of the Shuttleworth Trust rests with the Board of Trustees. The Board is assisted in its work by several sub-committees. These sub-committees are currently:

- Finance, Personnel & General Purposes
- Estate & Property
- Education & Research
- Visitor Attractions Group
- Health & Safety
- Investment
- Nominations

Each committee requires a Chairman. In addition to the duties outlined in the role description of a Trustee of the Shuttleworth Trust, extra responsibilities to be a Committee Chairman are:

1. To take overall responsibility for the direction and control of the Committee by:
 - Agreeing and setting the Committee meetings Agenda with the Executive Director.
 - Striving to attend all Committee meetings.
 - Report back on Committee matters to the Board.
2. The Chair usually takes the lead on ensuring that Committee meetings are properly run and recorded, ensuring:
 - A balance is struck between time-keeping and space for discussions.
 - Business is dealt with and decisions made.
 - Decisions, actions and deliberations are adequately minuted.
 - The implementation of decisions is clearly assigned and monitored.

In addition to the above, the Finance Committee Chairman would be expected to liaise with Shuttleworth Finance staff and with the charity's independent auditor. Finance Qualification is desirable, Finance experience is essential.

In addition to the above, the Aviation Trustee of the Shuttleworth Trust, would be the Accountable Manager for the CAA and have line management responsibility for the Head of Engineering.

This is a description of the role at present. The above is not intended to be a comprehensive list of key responsibilities or duties. Other related duties may be required from time to time as delegated by the Board of Trustees.