



ESKDALE MILL & HERITAGE TRUST

Trustees' role description

Mission :

- the preservation and development, for the public benefit, of the 16th century Eskdale Water Corn Mill at Boot, being of particular historical and architectural interest
- to advance the education of the public in the history, heritage, geography and geology of Eskdale, so as to increase their understanding of the built and natural environment
- to achieve financial sustainability.

The trustees' main responsibilities are :

- fiduciary responsibility - to hold the assets of the organisation in trust and ensure public confidence
- to determine the overall direction of the organisation
- to provide leadership.

The duties of trustees are :

- to ensure that EMHT complies with its governing document (memorandum and articles of association), charity law, and any other relevant legislation or regulations
- to ensure that EMHT pursues its charitable objects as defined in its governing document
- to ensure that EMHT applies its resources exclusively in furtherance of its objects, ie the organisation must not spend money on activities which are not covered by its own objects, no matter how worthwhile those activities are
- to contribute actively in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- properly to prepare for, and regularly to attend and actively participate in trustees' meetings
- to join and actively to participate in, or carry out, one or more of the operational sub-groups, working groups or individual roles established by the organisation from time to time
- to safeguard the good name, values and mission of EMHT
- to ensure the effective and efficient administration of EMHT, including timely and accurate reporting to the Charity Commission and Companies House

- to ensure the financial stability of EMHT
- to act as a co-signatory for cheques, new accounts and other financial documents, if requested to do so
- to protect and manage the property of EMHT and to ensure the proper investment of its funds
- to demonstrate commitment to EMHT by maintaining paid-up membership
- regularly to review risk , including to buildings, visitors, volunteers and staff
- to work with volunteers, and to ensure relevant policies and procedures are in place
- to appoint and support the proposed mill manager, to ensure relevant policies and procedures are in place, and to monitor his or her performance.

Trustees' skill sets

In addition to the duties listed above, each trustee should use any specific knowledge he or she may have to help the board of trustees to reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of EMHT's work in which the trustee has special expertise.

EMHT trustee - person specification

The Committee on Standards in Public Life states that all those in public life must adhere to the following seven principles :

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

In addition, trustees must have :

- a commitment to EMHT
- an understanding and acceptance of the legal duties and responsibilities of trusteeship
- a willingness to devote the necessary time and effort to their duties as a trustee
- strategic vision

- good, independent judgment
- an ability to think creatively
- the courage and willingness to speak their mind
- ability to work effectively as a member of a team.

The board of trustees needs skills and experience in the following areas:

- the operation of visitor attractions comparable to Eskdale corn mill
- setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
- accountancy and financial management
- project management
- human resources management
- publicly funded conservation projects involving ancient buildings
- income generation
- constitutional matters and governance
- legal matters