

## TRUSTEE ROLE DESCRIPTION (ALL MEMBERS OF COUNCIL)

**Eligibility:** Members appointed to Council (the governing body of the University) shall be Trustees of the Cardiff University charity (Charity Number 1136855) and must ensure they are eligible to serve as a Trustee.

### Role Overview

- Ensure the governance, strategic direction and assets of the University are maintained, in accordance with legal and regulatory guidelines
- Develop the University's aims, objectives and goals
- Act in the best interests of the University and carry out business on behalf of the trust

### Responsibilities

1. Provide critical scrutiny of strategy, financial and other plans, risk, assurance and performance oversight and ensure that the University meets its charitable aims
2. Ensure University resources are used appropriately and in the pursuit of its charitable aims, objectives and goals.
3. Ensure the financial sustainability of the University and ensure its assets and property are appropriately managed.
4. Ensure that the University can demonstrate compliance with its governing documents (Charter, Statutes and Ordinances), charity law, company law, regulatory guidelines, and other relevant legislation and regulations.
5. Ensure the University's major risks are identified and regularly reviewed and that systems are in place to manage and mitigate risk.
6. Ensure that the quality of institutional educational provision is upheld
7. Contribute to institutional success and long-term goals
8. Help to cultivate an inclusive and welcoming board culture
9. Demonstrate an interest in Wales and the Welsh context within which decisions are being made.
10. Recognise the proper separation between governance and management of the University
11. Take collective decisions in the best interests of the University, applying reasonable care and skill

### Duties

1. Contribute actively to Council, committee and other relevant meetings and act in accordance with the Standing Orders (Ordinance 3).
2. Act in accordance with the Nolan Principles for Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership).
3. Comply with the responsibilities of a Trustee, as set out in the Charity Commission guidance.
4. Notify the Corporate Governance Team if the Trustee's primary address or residency details change during their term as a Trustee.
5. Inform the University Secretary or Corporate Governance Team of any possible interests or conflicts, including changes to any previously identified interests.
6. Complete the annual Charity Trustee Declaration and notify the Corporate Governance Team of any changes to the Declaration or any reasons for being disqualified from acting as a Trustee.
7. Notify the Corporate Governance Team of any gifts or hospitality that must be declared in line with the Trustee Benefits Policy.

### Support and Independent Advice

Trustees are entitled to seek the advice and services of the Chair of Council, Vice-Chair of Council and Chief Operating Officer and University Secretary in relation to the discharge of their duties.

## Escalation of Concerns

A Trustee should raise any concerns in relation to the behaviour of committee members or Committee duties, with the Chair of Council. In the event that a trustee has a concern with respect to the Chair of Council they should raise this with the Vice-Chair of Council.