## Carlisle Diocesan Board of Finance (CDBF)

## Trustee Job Profile

### GENERAL

As members of the Board, the Trustees are collectively responsible for ensuring the delivery of the charitable objects of the organisation supporting the advancement of the Christian religion in the Diocese of Carlisle (Church of England).

The CDBF’s primary responsibility is to manage and provide funds for the activities of the Diocese, acting as the financial executive of the Diocesan Synod and resourcing the activities of the other Boards, Councils and Committees of the Synod.

Trustees come with their specific skills, background, and expertise and work together to create a balanced and effective Board to maximise the financial support and ensure good governance.

### RESPONSIBILITIES

#### To support the mission of the Diocese by ensuring that:

* The Charity aligns with the vision, mission, and strategy of the Diocesan Synod and its related Boards, Councils and Committees;
* Principles, policies and procedures are focused on achieving these; and
* The effectiveness of the Charity in fulfilling these objectives is reviewed regularly.

#### To monitor the performance of the Charity by ensuring that:

* The beliefs and values are articulated and reflected in the principles, policies and procedures throughout the Charity, including the Board;
* The views of stakeholders (Diocesan Synod, parishes, beneficiaries, donors, customers, suppliers) are properly considered;
* The impact of relevant developments in the external environment of the Charity are regularly reviewed; and
* Together with the Bishop of Carlisle, ensure that the Diocesan Secretary has clear written objectives and is accountable for the management, administration, and performance of the Charity.

#### To ensure that the Charity complies with all legal and regulatory requirements by:

* Keeping up to date regarding legal compliance and regulatory requirements;
* Maintaining familiarity with the rules and constitution that govern the Charity and ensuring any changes are made in accordance with constitutional and legal requirements;
* Ensuring that authority and responsibility is properly delegated to the Diocesan Secretary and Board committees at agreed levels; and
* Ensuring that the responsibilities delegated to the Diocesan Secretary are clearly expressed and understood, and directions given to them come from the whole Board.

#### To guard the sustainability and solvency of the Charity by ensuring that:

* The Charity complies with all regulatory and statutory requirements;
* The solvency of the Charity is monitored and guarded;
* Major risks are regularly reviewed including the actions taken to mitigate those risks; and
* Internal controls and systems (both financial and non-financial) are in place and are regularly reviewed and audited.

#### To contribute to the highest possible standard of governance by:

* Ensuring the Board is properly constituted and balanced with the required background, skill and experience needed to govern the Charity well;
* Participating in individual and collective review, development and training of Trustees;
* Always acting in the interests of the Charity; and
* Ensuring that major decisions and Board policies are made by the Board as a whole.

*To Contribute to the objectives of the organisation by:*

* Maintaining personal Christian spiritual development and relationship with God (e.g., through individual prayer).

### ACCOUNTABILITY

A Trustee is accountable to the Board for the execution of this job profile. The Board as a whole, in conjunction with the Bishop, provides the authorisation, resources, affirmation, accountability and involvement to the Diocesan Secretary, necessary for the successful realisation of the responsibilities of that position. The working relationship between Board and Diocesan Secretary is reviewed annually as part of the latter’s annual review.

The Trustees are appointed by, and collectively accountable to, the Diocesan Synod (who are the members of the CDBF) for their performance.

### TIME COMMITMENT

In the order of 6 to 12 days a year. Full Board meetings are held 6 times a year, during working hours.

Sub Committees also meet regularly to discuss in more detail each of Property and Investment matters, in consultation with the Diocese’s Professional Advisers.

Comprehensive papers are provided in advance of meetings, and Trustees are expected to familiarise themselves with these prior to meetings.

### PERSONAL QUALITIES / REQUIREMENTS

In order to qualify for nomination and election to the CDBF, prospective Board Members must be communicant members of the Church of England or of a Church in Communion with the Church of England. Co-opted members must be in either of these categories, or must be members of a church that is in a covenanted partnership with the Church of England, or is a member of Churches Together in Britain and Ireland.

Trustees should:

* Be high calibre individuals who hold, or have held, positions which involve senior levels of responsibility and leadership;
* Have significant governance experience;
* Be able to communicate effectively in English;
* Have a commitment and ability to attend Board and relevant Committee meetings, and shall normally attend all Board meetings;
* Abide by the requirements of the UK Charity Commission;
* Demonstrate spiritual maturity and integrity;
* Have strategic vision and conceptual thinking;
* Have good judgement and a desire to base this on objective facts;
* Have the ability to work in a team and a desire to face and resolve conflicts with a spirit of collaboration; and
* Have self-awareness and a willingness to ‘speak one’s mind’ and to hear others.

### RELEVANT KNOWLEDGE AND EXPERIENCE

#### Diocesan Knowledge:

Organisation’s beliefs, values, vision, mission, and history.

#### Governance and Charity Knowledge:

UK charity and corporate law and governance.

#### Expertise:

The Board seeks to have high-level expertise represented on the Board, with primary consideration for Strategic Planning, Finance and Governance. The core skills of people and HR, investment, property, technology and digital also need representation. It is the Board’s responsibility to ensure the skills are met, either on the Board or by way of advisory input.