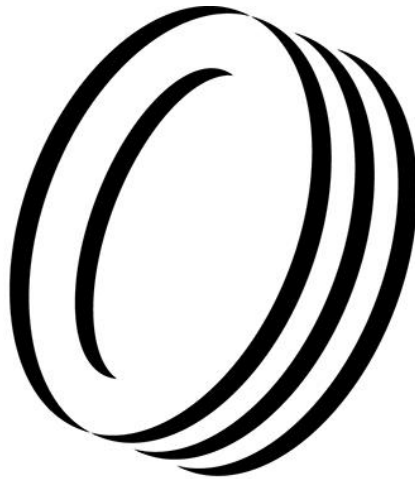


TyreSafe Trustees
Terms of Reference (ToR)



TyreSafe[®]

17 April 2017

TyreSafe Trustees roles and responsibilities

Terms of Reference

Introduction

This Terms of Reference (ToR) aims to define TyreSafe's trustees' role, responsibilities and authority. Under the Charities Act 1993 the trustees of a charity are "the people responsible under the charity's governing document for the management and administration of the charity". TyreSafe's governing document sets out how trustees are appointed and their powers.

Administration

Administrative support will be provided by TyreSafe's administration, namely CJ Association Management.

Trustees

Trustees duties are in essence:

1. Strategic direction: Ensure that TyreSafe has a clear vision, mission and strategic direction and is focused on achieving these. To work in partnership with the administration and the steering group
2. Performance management: Be responsible for the performance of TyreSafe, for its impact upon stakeholders and for its corporate behaviour:
3. Compliance: A duty of compliance with the charity's objects, governing document and all relevant legislation and regulation.
4. Prudent management of assets: To be stewards of the Charities assets, both tangible and intangible, taking care over their security, and how they are used
5. Good governance: Ensure that TyreSafe's governance is of the highest possible standard.

Further notes on trustees' responsibilities

1. Strategic Direction. To ensure:
 - a) TyreSafe has a clear vision, mission, set of values and strategy, and that there is a common understanding of these by trustees, staff and volunteers.
 - b) Operational plans and budget support the vision, mission and strategy.
 - c) The views of members are regularly sought and considered, and that efforts are made to identify possible future users.
 - d) There is regular review of strategic plans and priorities.
2. Performance management. To ensure:
 - a) TyreSafe measures its impact and progress towards its strategic objectives and to regularly consider reports on performance.
 - b) There are policies in place to direct key areas of the charity's business.
 - c) There are quality and service standards for major areas of delivery and that these are met.
 - d) The Charity's values are understood and put into practice, by trustees, administration, members and supporters.
 - e) There are complaint systems in place.
 - f) There are processes for trustees and administration to report activity which might compromise the effectiveness of TyreSafe.
3. Compliance. To ensure:
 - a) With professional advice as appropriate, that TyreSafe complies with all constitutional, legal, regulatory and statutory requirements.
 - b) Understanding and compliance with the constitution and rules that govern TyreSafe, and to review the constitution regularly (at least every three years) to ensure it is fit for purpose.
4. Prudent management of assets. To ensure:
 - a) TyreSafe's financial obligations are met and that there are adequate financial controls in place to ensure all money due is received and properly applied, and that all assets and liabilities are recorded.
 - b) Reasonable and prudent actions in all matters relating to TyreSafe and always in the interests of the Charity.
 - c) Trustees take professional advice when needed, and record the advice received.
 - d) There is an effective fundraising strategy in place.
 - e) Intangible assets such as organisational knowledge and expertise, intellectual property, brand, reputation are recognised, used and safeguarded.
 - f) The major risks to TyreSafe are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.
5. Good governance. To ensure:
 - a) TyreSafe has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its users.
 - b) Trustees, Steering Group and General Member meeting decisions are recorded in writing by means of action minutes.
 - c) The Steering Group's delegated authority is recorded by terms of reference.

- d) Major decisions and policies are made by the trustees acting collectively.
- e) In consultation, the Board has on it the skills it requires to govern the Charity well, and considers, relevant external professional advice and expertise.
- f) There is a systematic, open and fair procedure for recruitment of trustees.
- g) Trustees have a code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the trustee code of conduct.