

Kenneth Copeland Ministries- Europe

Job Description & Person Specification

Job Title: Trustee

Date: January 2025

Responsible To: The Chair of trustees

Purpose of the Job:

To have ultimate responsibility for directing the affairs of the ministry, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it was established.

Dimensions:

- To be responsible with other trustees for the overall direction and governance of the ministry in accordance with the memorandum and articles of the charity.
- Day to day management is delegated to the Executive Director appointed by the board.
- Trustee responsibilities cannot be delegated.
- You should not be legally disqualified from being a trustee.
- Trustees are not remunerated but are able to be reimbursed for reasonable expenses they incur in carrying out their duties.

Key Duties:

Compliance - Trustees must:

- 1) Ensure that the ministry complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it's accomplishments and annual returns and accounts as required by charity and company law.
- 2) Ensure that the ministry does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- 3) Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.
- 4) Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

Duty of prudence - Trustees must:

- 1) Ensure that the ministry has sound financial policies that safeguard funds and assets.
- 2) Use charitable funds and assets reasonably, and only in furtherance of the charity's objects.
- 3) Avoid undertaking activities that might place the ministry's funds, assets or reputation at undue risk.

Duty of care - Trustees must:

- 1) Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the ministry is run effectively and efficiently.
- 2) Consider getting external professional advice on all matters where there may be material risk to the ministry, or where the trustees may be in breach of their duties.

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Main Tasks:

1) To review and take part in formulating strategy

- Contribute actively to the setting of strategic direction, overall policy and high level goals and objectives.
- Approve the overall allocation of resources and the annual plan and budget.
- Guide the Executive Director to identify external developments and trends to which the organisation should be responding or seeking to influence.

2) To ensure effective administration of the organisation

- Appoint the executive director and monitor his/her performance
- Appoint new trustees.
- Approve key internal policies
- Monitor high level performance of the organisation against strategic aims and objectives.
- Approve major and significant changes to structures and processes as necessary to achieve the organisations objectives.

3) To ensure compliance with the charity law and the requirements of the charity commission as regulator.

- Attend board meetings on a regular basis in accordance with the memorandum and articles having fully prepared for each meeting.
- To maintain an understanding of the duties of the trustee under trust and charity law.
- Remain up to date and informed of the charity's activities and financial position.
- Follow the Charity commission code of conduct at all times.

4) To ensure that good practice is followed in the organisation

- Take part in training sessions as appropriate
- To ensure that appropriate resources are secured (personnel, financial, material) are secured in order to achieve agreed goals.
- To comply with current employment and health and safety legislation.
- To keep up to date with ministry teachings and policies.

Person Specification

- A spirit filled born again believer whose Christian walk and life reflect the vision and mission of this ministry.
- Affinity and passion for the teachings of Kenneth and Gloria Copeland and a desire for the Word of God.
- Desirable and relevant skills to complement the board members.
- A willingness to devote the necessary time and effort to the role.
- A track record of sound independent judgement and strategic thinking
- A working knowledge of Company and Charity law
- The ability to work effectively as part of a team
- The ability to think creatively

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What the person specification means in reality:

- Serving others not yourself.
- Taking legal responsibility.
- Giving time.
- Working together.
- Keeping up to date on the facts.
- Making sure that you understand your role as a trustee.