



Oakworth Community Trust
Chapel Lane, Oakworth, Keighley, BD22 7HY
Registered Charity Number 1172106

Oakworth Community Trust Board – Job Description

Job Title:	Functional Director (Events/Marketing/Operations/Health & Safety/Buildings)
Reports to:	Board Chairman
Direct Reports:	Functional Committee
Job Purpose:	<ul style="list-style-type: none"> • Set the strategy for the CIO to ensure it remains viable and can meet its charitable objects and purposes for the long term • Manage the financial affairs of the CIO • Ensure the safety of volunteers and customers • Ensure the CIO complies with its governing document • Comply with Charity Law requirements • Chair the Functional Committee delegated to you
Principal Responsibilities	<ul style="list-style-type: none"> • When taking decisions relating to the management of the CIO with your fellow Board members, make balanced and well-informed decisions, thinking about the long term as well as the short term. • Avoid putting yourself in a position where your duty to the CIO conflicts with your personal interests or loyalty with another person or body (for example abstaining from a vote regarding a user group for which you also volunteer or work). • To not receive any benefit from the Charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner. • You must act responsibly, reasonably and honestly. You must: <ul style="list-style-type: none"> - Make sure the CIO's assets are only used to support or carry out its purposes. - Avoid exposing the CIO's assets, beneficiaries or reputation to undue risk. - Not over-commit the CIO. - Take special care when investing or borrowing. - Comply with any restrictions on spending funds or selling lands.

	<ul style="list-style-type: none">• Use reasonable care and skill, making use of your skills and experience and taking appropriate advice where necessary in all aspects of managing the CIO.• Give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all Board meetings.• Be able to demonstrate that the CIO is complying with the law, is well-run and effective in delivering benefit to its beneficiaries.• Ensure accountability within the CIO, particularly where responsibility for particular tasks is delegated to volunteers.
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