

Trustee Terms of Reference

The Samworth Foundation commits its primary resources to tackle issues of sexual exploitation, climate change and environmental recovery by supporting organisations which address their root causes.

This document sets out what is expected of Trustees of the Samworth Foundation, so that you are clear about your duties and responsibilities.

1. Key responsibilities

As Board members, all Trustees will:

- Ensure that the Foundation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Give adequate time and energy to the duties of being a Trustee, using your skills and experience to the benefit of the Samworth Foundation
- Develop the strategic direction of the Foundation, ensuring it has the resources to deliver its mission and objectives
- Work in partnership with the staff team: Grant Research Managers, Executive Assistant and the Samworth Family Office, responding promptly to communication
- Attend and contribute to Board meetings, committees and task groups, and review papers in preparation for discussion, decisions and meetings
- Make an important contribution to the Foundation's investment management, grant making, governance and maintain an awareness of the Foundation's priorities and objectives
- Act with integrity and avoid any activities that would be contrary to the interests of the Samworth Foundation, or create a conflict of interest
- Have an interest in the Foundation's strategic core themes and commit to uphold the Samworth Family philanthropic Charter
- Act as ambassadors for the organisation in the wider community, taking every opportunity to promote the Foundation's key messages and values
- Review their own, the Board's and the Foundation's effectiveness, and take any necessary steps to ensure that all continue to work well

On joining the Board of the Samworth Foundation, all Trustees make a commitment to the Samworth Family Charter and to the Samworth Foundation Grant Making Strategy. Trustees will demonstrate and possess:

- Informed, in-depth understanding of what is required if charitable grants are to have effective impact
- Interpersonal skills, integrity and calibre to inspire confidence among different stakeholders including the family, the Trustees, and staff of the Foundation
- Understanding of, and willingness to engage with, the Christian faith-based motivation behind aspects of the Foundation's work.

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2. Responsible Investment

As signatories to the funder's commitment on Climate Change, the Trustees ensure the investments are managed appropriately and do no conflict with our mission. We consider the advice from our Independent Financial Advisors (ARC) when considering our investments.

3. Length of appointment

Every Trustee will be appointed for a term of three years. After this time, they may remain in post for a further three years, with a maximum term of nine years, after which they must stand down. The role of Chair is subject to the same term of office.

4. Expenses

The position of Trustee is unpaid. Trustees will be entitled to claim for expenses connected with their duties on behalf of the Foundation. Expenses will be paid on the basis of proof of expenditure being provided.

5. Attendance at meetings

- Trustees are expected to attend four Board meetings a year (quarterly meetings in March, June, September and December), which are currently hosted online or at Melton Mowbray, and to ensure they are fully prepared by reading the papers provided. Meetings will be held in Melton Mowbray once restrictions are lifted.
- Trustees are expected to attend virtual monthly meetings to consider applications and updates for the Transformation and Innovation fund.
- Trustees should not be absent from two consecutive Board meetings, except in exceptional circumstances.

6. Trustee Support

To ensure that Trustees carry out their duties effectively, the Foundation undertakes to:

- Offer an induction to the Samworth Foundation, which will include a copy of all relevant documentation, the opportunity to attend various sub-groups, and individual meetings with the Chair and staff team.
- Ensure that Board papers are circulated electronically and in hard copy two weeks in advance of meetings so that Trustees can prepare accordingly.
- Ensure that Trustees are kept up to date on matters relating to the Foundation.
- Provide occasional papers of relevance or interest to the role of the Trustee.
- Identify relevant personal development seminars/training events/networking opportunities and provide suggestions for attendance to support the ongoing training of Trustees.
- Organise and accompany Trustees on grantee visits.