



DIOCESE OF Hexham & Newcastle

St Vincent's Diocesan Offices, St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY
Tel: 0191 243 3300 | Fax: 0191 243 3309 | Email: Fiona.standfield@diocesehn.org.uk | Web: www.rcdhn.org.uk

Roman Catholic Diocese of Hexham and Newcastle

Trustee Role Descriptor – Property

The Diocese of Hexham and Newcastle is both a canonical and civil entity. As a canonical entity, it is a Roman Catholic Diocese accountable to the Holy See. As a civil entity, it is a registered charity and company limited by guarantee, accountable to both the Charity Commission and Companies House. Working co-responsibly with the Diocesan Bishop, who exercises the same function within the Diocese as a canonical entity, the Board of Trustees sets the strategic direction for the Diocese, including the efficient and effective stewardship of the organisation's resources and the oversight and development of its clergy and staff. The Board is also responsible for ensuring that the Diocese fulfils its Charitable Objects as stated in the Memorandum and Articles of Association:

1. The Advancement of the Roman Catholic Religion in the Diocese or elsewhere by such means as the Bishop and the Directors think fit, and the provision of charitable support or services (whether in the Diocese or elsewhere) in furtherance of that object.
2. The Advancement of the education of the public in accordance with the principles and doctrines of the Roman Catholic Religion particularly by the provision and support of schools and other educational establishments (whether in the Diocese or elsewhere) and the provision of facilities for the education of the public as the Bishop and the Directors shall from time to time think fit.
3. Such other incidental, ancillary or associated charitable purposes for the benefit of the public as the Bishop and the Directors from time to time decide.

Responsibility and Deliverables

Working co-responsibly with the Diocesan Bishop acting in his canonical capacity, the Board has responsibility for ensuring that the charity delivers its Vision and Mission, mirroring its Values:

Vision:

A flourishing Diocese alive in the Holy Spirit, where people encounter Jesus Christ, where we live with justice and compassion, grow as one family of faith, and are formed and sent as missionary disciples to build God's Kingdom.

Mission Commitments:

1. *Walking with Jesus and Enabling Encounters with Him*

2. Living Justly and Caring for Our Common Home

3. Growing as One Diocesan Family

4. Being Formed by Christ for Mission

Values:

Integrity, Respect, Trust, Service and Compassion.

The Diocese will be best placed to achieve its ambitions if it has effective governance and the right leadership structures. Skilled and capable Trustees will help the Diocese attract resources and put them to best use. Good governance enables and supports a charity's compliance with relevant legislation and regulation. It also promotes attitudes and a culture where everything works towards fulfilling the charity's Vision and Mission.

A Charity Trustee has three main responsibilities:

1. Holding the organisation in trust and ensuring public confidence
2. To determine the overall strategic direction of the organisation; and
3. To provide leadership

The duties of a Trustee are to:

- ensure that the charity complies with its governing document, charity law, company law, and any other relevant legislation or regulations
- ensure that the charity pursues its charitable objects as defined in its governing document
- ensure that the charity applies its resources exclusively in furtherance of its objects, ie the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- contribute actively to the Board of Trustees' role of giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- safeguard the good name and values of the charity
- ensure the effective and efficient administration of the charity
- ensure the financial stability of the charity
- protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- sit on appraisal, recruitment, complaints and disciplinary panels as required; and
- sit on committees, or lead on specific project work

In addition to the above statutory duties of all Trustees, each Trustee should use any specific knowledge or experience he or she may have to help the Board of Trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives or

other issues relevant to the area of the charity's work in which the Trustee has special expertise.

The Diocese of Hexham and Newcastle holds four full Trustee in person meetings a year in March, June, September and December. Board meetings are chaired by the Bishop. In addition, there are Committee meetings with Trustee membership and these lead into the Board. There is also an annual Board Away Day.

For this role of lead Property Trustee, the following additional skills and experience are desirable:

- a. Chartered Surveyor
- b. Commercial and/or Third Sector property experience
- c. Preparing and implementing an Estates Management Strategy
- d. Managing change in a property portfolio
- e. Chairing Property Committees – particularly during times of change
- f. Acquisition and disposal of land including lease and licence arrangements
- g. Knowledge of charity law relating to land and property

The Charity Commission provides specific land and property guidance on:

- Acquiring Land
- Sales, leases, transfers, mortgages: what Trustees need to know about disposing of charity land