

TRINITY FOUNDATION ROLE OF TRUSTEES

The responsibilities of the Trustees of the Trinity Foundation can be summarised by reference to the following five basic principles:

1) PROVIDING LEADERSHIP

- Agreeing Trinity Foundation's vision, purpose and values and making sure that they remain relevant to the needs of Trinity College
- Developing, resourcing, monitoring and evaluating a plan to make sure that Trinity Foundation achieves its fundraising and alumni development goals
- Making an annual gift to the Foundation
- Benchmarking the Foundation against the development operations of selected peer institutions
- Managing, supporting and holding to account the Director
- When necessary, selecting a new director in collaboration with the College

2) EXERCISING CONTROL

- Identifying and complying with all relevant legal and regulatory requirements
- Making sure there are appropriate internal financial and management controls
- Approving the annual operating budget at the beginning of the financial year and monitor expenditure against budget
- Identifying major risks for Trinity Foundation and deciding ways of managing the risks

3) BEING TRANSPARENT AND ACCOUNTABLE

- Identifying those who have a legitimate interest in the work of Trinity Foundation (stakeholders), and making sure there is regular and effective communication with them. The key stakeholder is Trinity College and other stakeholders include donors and alumni
- Responding to stakeholders' questions or views about the work of Trinity Foundation and how it is run

4) WORKING EFFECTIVELY

- Making sure that the Board, individual Board members, and staff understand their roles, their legal duties, and delegated responsibility for decision-making
- Making sure that as a Board we exercise our collective responsibility through Board meetings that are efficient and effective
- Making sure that there are suitable processes in place for Board recruitment, development and retirement

5) Behaving with integrity

- Being honest, fair and independent
- Understanding, declaring and managing conflicts of interest and conflicts of loyalties
- Protecting and promoting Trinity Foundation's reputation and that of Trinity College