



CAPITAL CRANFIELD TRUSTEES
THE BALANCED VIEW

Template for a Trustee's Job Description

The purpose of a Trustee's role is to:

Ensure that the Scheme is administered in the interests of the members and in line with prevailing legislation, the Trustee Memorandum & Articles of Association, the Trust Deed & Rules and relevant Codes of Practice.

The duties of a Trustee are to:

1. Comply with the provisions of the Trustee Knowledge and Understanding (TKU) requirements.
2. Ensure that Scheme documents are maintained and updated as appropriate, so that they remain effective, unambiguous and relevant.
3. Ensure that the Trustee Board requests, receives and, when appropriate, acts upon relevant external advice, whilst periodically assessing and monitoring the quality of that advice.
4. Ensure that conflicts of interest are disclosed and managed appropriately.
5. Diligently read meeting papers prior to every meeting.
6. To contribute during the meetings where and whenever appropriate.
7. Regularly attend meetings of the Trustee Board.
8. In addition to being a member of the Trustee Board automatically, to become a member of other sub-committees as invited and to discharge the duties associated with membership of these sub-committees as appropriate.
9. Be conversant with the Chairman's job description, roles and responsibilities. To assist him/her to achieve the Trustee Board's overall objectives
10. Determine the strategy and guide the investment of the Scheme's assets in a manner which appropriately balances risks, rewards and members' tolerance to risk.

11. Be mindful of the duty to act prudently.
12. Ensure that the Administrator has the information and resources to execute the investment instructions and information requirements of the Trustee Board in a timely manner.
13. Assist in the good governance and running of the Scheme as necessary.
14. Review service providers regularly and ensure that written agreements are in place.
15. Ensure appropriate internal controls are in place, owned and monitored.
16. Ensure all Notifiable Events are communicated to the Pensions Regulator.
17. Provide effective communication to members.
18. Maintain a full understanding of the strength of the Employer's Covenant.
19. Challenge advisers to ensure sound discussions are taken following written advice.
20. Participate fully to provide a rounded debate of all issues, whilst contributing to the team effect of the Trustee Board.

