

Trust Operation Procedure Policy

It is the Policy of St Chads Communication Centre Trust that the Trust fulfils its governance role, providing a framework for St Chads' operation while at the same time giving direction and establishing boundaries for both board functions and employees to ensure quality of service. This includes setting/reviewing strategic direction and priorities, setting/reviewing operational limitations that apply to employees, finance and other policies, and ensuring the Trust has adequate resources to fulfil its mission.

This Policy applies to the Board.

The Board Chairperson is responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be brought by a Trustee to a discussion at a General Meeting of the Board.

Guidelines:

1. The Trust will determine the responsibilities of the General Manager, recruit and select the most suitable candidate, set and regularly review his or her performance and remuneration
2. The Trust will appoint new trustees after identifying suitably qualified persons and inviting them to become members of the Trust. The constitution requires a minimum of five and maximum of nine trustees. New members will only be appointed with the unanimous support of the Board.
3. The Trust, with input from stakeholders, will establish the vision, values and goals for St Chads and ensure that these are delivered
4. The Trust will maintain an oversight of the constitution and regulations, policies and procedures and/ or any other legal framework agreed upon
5. The Trust will act in a Governance role to define the nature of its relationship with the staff and any committee
6. The Trust will evaluate its performance considering the strengths and weaknesses in relation to the key tasks, specific objectives and strategic directions set annually
7. The Trust is committed to the professional development requirements for Trust members and General Manager
8. Trustees are covered by Trustee liability insurance
9. Incorporation under the Charitable Trusts Act 1957: Incorporation under this Act means that the Trust has separate legal status. The key advantage of registration is that the Trust Board, not the trustees personally, will enter into all obligations.

Supporting Documents:

- Trustee Liability Insurance Policy (Dawson Insurance Brokers)
- Strategic Plan
- St Chads Communication Trust Constitution and Rules
- Relevant Trust documents and policies

Document Control Parameters:

- The provisions of this Policy supersede and replace all previous Policies

Policy Review:

- This Policy is to be formally reviewed every second year.

Date ratified: Oct '07	Date reviewed: August 2021	Next review: August 2023
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