The United Reformed Church

Role Description

Role Title	Trustee of the Milton Mount Foundation (URC Representative)
Governance Area	Trustee
Main Points of Contact	Chair of the Milton Mount Foundation Secretary to the Milton Mount Foundation
Location	One meeting per year in London (in-person, July) One meeting held virtually via Zoom (November) Additional communication by email throughout the year
Time Commitment	Two meetings per year (one in person, one online) Preparation for meetings and occasional follow-up work or correspondence between meetings
Remuneration	Volunteers are not remunerated. Reasonable travel and out-of-pocket expenses are reimbursed by the Milton Mount Foundation.

Committee Summary: The Milton Mount Foundation is a long-established charitable trust supporting the education of children and young people connected with the United Reformed Church and Congregational churches. The Foundation offers bursaries for secondary education and grants for university or postgraduate study, primarily for the children of ministers. It may also support educational equipment, extra-curricular activities, and the development of educational institutions benefiting eligible applicants.

The Board of Trustees is responsible for the overall governance and strategic direction of the Foundation and ensures that it operates in line with its charitable objectives.

Principal responsibilities and duties

Attending and participation in meetings

1. Attend as many of the Board's meetings as practicably possible.
2. Read and consider all papers carefully in advance of each meeting in order to contribute constructively to discussions and decisions.
3. Ensure familiarity with the Foundation's governing document and charitable purposes.
4. Be willing to support occasional administrative or project-related tasks outside formal meetings if required.

Contributing to Governance and Decision-Making

1. Assist in the review and awarding of bursaries and grants in line with agreed criteria and policies.
2. Monitor the Foundation's investment income and financial position.
3. Actively support the delivery of the Foundation's objectives through good governance and stewardship.

Collaborating with Fellow Trustees and Partners

1. Work alongside Trustees from URC, Congregational backgrounds, and Milton Mount College alumnae to guide the Foundation's work.
2. Liaise respectfully and effectively with the Secretary, Chair, Treasurer, and fellow Board members.
3. Promote the work of the Foundation within relevant church or educational contexts when appropriate.

Expected Standards

1. Promote a culture of openness, care, and accountability within the Board and in dealings with applicants and stakeholders.
2. Champion equality, diversity, and inclusion in all aspects of the Foundation's work.
3. Take personal responsibility for maintaining and developing knowledge of relevant charitable governance, particularly as it applies to education and the URC context.
4. Ensure adherence to safeguarding and uphold high standards of confidentiality and data protection.
5. Represent the values and ethos of the United Reformed Church faithfully and respectfully in all aspects of the role.

This role description reflects the overall scope and responsibilities of the role. However, it may change and evolve over time in order to meet organisational needs and this job description will therefore be subject to periodic review and change if required.