Appendix 1

Details of the trustee role and Transform Trade’s governance structure.

**Trustee Responsibilities:**
Trustees are responsible for furthering the achievement of Transform Trade’s mission, in keeping with its charitable objectives, and in compliance with legal and charitable regulations and the fiduciary duties of charity directors. In particular this will involve:

**Effective Board participation:**
- Preparing for, attending and contributing to all Board meetings, and where attendance is impossible, informing the Chair of views on the matters to be discussed.
- Taking decisions objectively in the interests of Transform Trade, and their key stakeholders (e.g. producers/workers/artisans and communities, staff, donors and supporters), ensuring compliance with all legal, charitable and other regulations.
- Contributing to the development and agreement of strategy proposals and policies.
- Supporting, scrutinising and monitoring the performance of management in meeting agreed goals and objectives, and ensuring that financial controls and risk management systems are robust and defensible.
- Encouraging the development of good practice in governance and other matters, participating in training sessions provided for the benefit of trustees.
- Participating in the workings of at least one Board committee.
- Appointing, removing and determining (through the Remuneration Committee) the remuneration of executive directors, and maintaining dialogue with senior management, staff and wider stakeholders.
- Directors may be asked to take a particular interest in a particular aspect of Transform Trade’s work or in a particular stakeholder group.

**External relations:**
- Representing the Board of Transform Trade at Annual General Meetings, stakeholder meetings and other events, and acting as an ambassador for Transform Trade.
- Using personal networks and influence to help secure donations/grants and offers of external expertise to support the work of Transform Trade.
- Participating in any appeals panels when so requested by the Chair of the Board.
- Ready to speak at supporter events on behalf of Transform Trade.
- Praying regularly for the work of Transform Trade.

**Governance structure:**
Transform Trade (legal name Traidcraft Exchange) was set up by Traidcraft in 1985.

Traidcraft went into administration in January 2023.

The Traidcraft Foundation is an independent charitable trust, set up primarily to ensure that Traidcraft and Transform Trade remain true to its Foundation Principles and vision, and fully reflects and sustains its Christian identity. The Foundation appoints all the trustees of Transform Trade.

In recent years, this governance structure has been under review. In light of Traidcraft’s closure, it is likely the Foundation will seek to wind up as well. It is the current owner of the Traidcraft brand, which has been licensed to Transform Trade, on an exclusive basis.

All trustees are required to be able to complete the following declaration:

“I declare that I am normally an active member of a worshipping Christian community, that I subscribe to the Apostles’ Creed, that I am in full sympathy with the Objects of Traidcraft Exchange and with Traidcraft’s Foundation Principles, and that I am in sympathy with Traidcraft’s Basis of Faith.”