

Board of Trustees

General Trustee

Salary: Voluntary
Hours: 8 hours/month
Responsible to: Chair of Board

Key Responsibilities

Alongside other members of the Board you will:

- ensure the charity has a clear vision, mission and strategic direction and is focused on achieving these;
- be accountable for the performance of the charity and its activities;
- ensure that the charity complies with all legal and regulatory requirements;
- act as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application;
- ensure that the charity's governance is of the highest possible standard.

Duties & Tasks to Fulfil Key Responsibilities

Vision & Strategic Direction:

To work in partnership with other Trustees and senior staff to ensure that:

- the charity has a clear vision, mission and strategic plan that have been agreed by the Board, and that there is a common understanding of these by Trustees and staff;
- the business, operational and other plans support the vision, mission and strategic priorities;
- the Management Committee's annual and longer term objectives and targets support the achievement of the vision, mission and strategic priorities;
- Board policies support the vision, mission and strategic priorities.
- there are effective mechanisms:
 - to listen to the views of current and future beneficiaries;
 - to review the external environment for changes that might affect the charity;
 - to reassess the need for the charity and for the services it provides, or could provide and
 - to review regularly its strategic plans and priorities.
 - to recruit individuals with specialist knowledge or skills which will benefit the charity as necessary.

Performance of the Charity:

- To agree the method for measuring objectively the progress of the charity in relation to its vision, mission, strategic objectives/priorities, business plans and annual targets, and to receive regularly reports on the performance of the charity;
- To ensure that the fundamental values and guiding principles of the charity are clearly articulated and reflected throughout the charity;
- To ensure that views of beneficiaries on the performance of the charity are regularly gathered and considered by the Board;
- To receive regular reports from the Director on progress towards agreed strategic priorities;
- To hold the Director to account for the management and administration of the charity and ensure that the Director receives regular, constructive feedback on his/her performance in managing the charity and in meeting his/her annual and longer term targets and objectives;
- To ensure that the Director develops a learning culture and that all staff, both paid and unpaid, review their own performance and regularly receive feedback;
- To agree policies and ensure that major decisions are made by the Trustees acting collectively;
- To ensure that there are mechanisms for beneficiaries, employees, volunteers, other individuals, groups or organisations to bring to the attention of the Trustees any activity that threatens the probity of the charity;
- To ensure that the Board of Trustees has the skills required to govern the charity well, and has access to relevant external professional advice and expertise;
- To ensure that there is a systematic, open and fair procedure for the recruitment or co-option of Trustees;
- To ensure that there are succession plans for the Chair and the Director;
- To participate in individual and collective development and training of Trustees;
- To abide by the charity's Code of Conduct and to articulate the values of the charity.

Additional Duties:

- Read and scrutinise all Board papers and brainstorm discussion areas in advance;
- Attend monthly Board meetings and participate in any subcommittees of the charity;
- Maintain correspondence via email;
- Attend occasional networking events, meetings, and ceremonial/fundraising events;
- Actively support the charity's fundraising initiatives;
- Support the work of the Management Committee in areas where the Trustee has specialist knowledge or expertise.