



## Role Description - Trustee

**Remuneration:** The role of trustee is not accompanied by any financial remuneration. Expenses for travel may be claimed.

**Time commitment:** Four Board meetings per year. Trustees may also be a member of sub-groups which may require additional time commitment.

### The duties of a trustee are:

- to ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations.
- to ensure that the organisation pursues its objectives as defined in its governing document
- to contribute actively to the board of trustees' role in giving strategic direction to the organisation,
- to declare any conflict of interest while carrying out the duties of a trustee
- to be collectively responsible for the actions of the organisation and other trustees
- to ensure the effective and efficient administration of the organisation
- to abide by relevant policies
- to ensure the financial stability of the organisation
- to attend meetings, and to read papers in advance of meetings
- to attend sub-committee meetings as appropriate
- to participate in other tasks as arise from time to time, such as interviewing new staff,
- to keep informed about the activities of the organisation and wider issues which affect its work

In addition to the above duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board reach sound decisions. This will involve scrutinizing board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise



### **Time commitment and location**

- The Board meets at least 4 times a year.
- There are a small number of sub-groups of the board which also meet 4 times a year, of which trustees can become members.
- Attendance at organisational events is optional but encouraged.
- Board meetings are held at the organisation's premises in Dewsbury, West Yorkshire (accessible by train, bus and car)

### **Person specification;**

We are looking for trustees who have;

- integrity
- a commitment to the organisation and its objectives
- an understanding (or willingness to learn) and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- a willingness to devote the necessary time and effort to their duties as a trustee
- strategic vision
- good, independent judgment
- an ability to think creatively
- willingness to speak their mind
- an ability to work effectively as a member of a team

In addition, we are particularly looking for trustees with skills and experience in the areas of;

- Marketing
- Human Resources
- Fundraising.
- Business Development
- IT