

Job Description

Post: Trustee

Job Purpose: To further the purpose of the organisation, keeping within its charitable objectives.

MAIN TASKS

1. To take part in formulating and regularly reviewing the strategic aims of the organisation as expressed through the business plan and annual targets, with other Trustees.
2. To ensure the development and review of the policies and practices of the organisation to ensure they are in keeping with its aims and values, with other Trustees.
3. To ensure, through its conduct and style of operation, through its management and through its legal and financial practices the organisation reflects the requirements of the Charity Commission, its funders and best practice, with other Trustees.
4. To support the Chief executive and senior staff in their day to day management of the organisation, with other Trustees.

MAIN DUTIES

1. Strategic aims

- By discussing and approving a rolling business plan and annual targets.
- By developing with others and approving a statement of the vision and values of the organisation.
- By ensuring that the vision and values are reflected in the organisation's strategy, policies and practices at all times.
- By attending the annual planning away-day.

2. Policies.

- By ensuring regular development and review of all policies.
- By regularly receiving reports on performance against policies.

3. Practice.

- By regularly monitoring all aspects of the organisation's activities as agreed with the Chief Executive.
- By ensuring good relationships are maintained with funders and key stakeholders.
- By ensuring that the organisation complies with all Charity Commission requirements.

4. Supporting the Chief Executive.

- By being prepared for and attending all committee meetings and away-days.
- By attending training sessions as agreed.
- By representing the organisation on occasion as agreed with the Chair and Chief Executive.
- By assisting on one off issues by agreement with the Chair and Chief Executive.