

Role: Trustee

Objective

To offer support and scrutiny in the governance of the charity at a strategic level, acting at all times with care and skill, to ensure that the charity is in a good position to deliver on its objectives and manages risk effectively.

To contribute actively to the work of the charity in line with good governance standards, utilising personal skills and expertise in providing sound guidance to the Board.

Responsibilities

Statutory Responsibilities

- Ensure the charity is carrying out its purposes for the public benefit.
- Ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Contribute to the success and accountability of the charity, pursuing its objectives as defined in its governing document.
- Ensure the organisation applies its resources in pursuance of its Strategic Aims and manage these responsibly
- Contribute actively to the Board of Trustees' role in giving strategic direction to the organisation setting overall policy, defining goals and evaluating performance against agreed targets.
- Safeguard the good name and values of the organization and act in its best interests.
- Oversee the financial stability of the organisation, in collaboration with other trustees.
- Protect and manage the property of the charity and ensure the proper investment of the charity's funds.

Internal relationships

- Liaising and collaborating with other trustees, staff members and other stakeholders.
- Attend and work actively with Board sub-committees.
- Prepare for meetings in advance, questioning and challenging appropriately and respectfully.
- Accepting majority decisions and working constructively towards implementing these.
- Maintain discretion at all times with regard to any confidential Board business.
- Assist with the final stages of people management issues as required.

External Relations

- Act as a positive ambassador for the charity.
- Represent the charity from time to time, at external functions, meetings and events.
- Support the charity in income-raising initiatives.

Remuneration: No financial remuneration, although reasonable expenses may be claimed.

Location: 40c Swanfield, Bonnington Road, Leith EDINBURGH EH6 5RX

Time commitment: 6 formal Board meetings per year plus General Meetings and Development sessions. Also regular attendance at Board sub-groups as required, taking forward actions as agreed. Time will also be required to review documents and reply to emails etc.

Reporting to: Board of Trustees

Term of office: Trustees will serve a three-year term to be eligible for re-appointment. All trustees will be expected to be a member of at least one Board sub-committee.

The above is indicative only and not exhaustive.

Values and attributes

- Taking personal ownership and accountability
- Maintaining professional and personal boundaries
- Openness and transparency
- Respect
- Innovation
- Passion and commitment
- Drive and enthusiasm
- Collaboration and team-working

Knowledge

- Good understanding of charity governance issues, including risk management and risk mitigation.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Training will be given for above for new trustees.