

## Trustee Role Description

The duties of a trustee are as follows.

- Ensuring that the organisation pursues its stated aims, as defined in the constitution, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its constitution, charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising committee minutes, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

### Person specification

- A commitment to the organisation
- Strategic vision and good, independent judgement
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- Attend meetings that are every 2 weeks until July at which point they are weekly
- Be prepared to have to carry out any actions from meetings and work in relation to any role assigned in your spare time on top of meetings, this may take up to 10hrs per week depending on your role
- Attend most fundraising activities planned
- Commit to attending the setup day previous to Pride and be free all day on Pride Day in Gloucester itself and to attending the Picnic in the Park event in Cheltenham
- Use Facebook and be able access and use web-based e-mails to keep in communication with the rest of the committee