

Role Description – Trustee

Duties

1. Ensuring that the organisation pursues its stated aims, as defined in the constitution, by developing and agreeing a long-term strategy.
2. Ensuring that the organisation complies with its constitution, charity law, company law and any other relevant legislation or regulations.
3. Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e 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.
4. Ensuring that the organisation defines its goals and evaluates performance against agreed targets.
5. Safeguarding the good name and values of the organisation.
6. Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
7. Ensuring the financial stability of the organisation.
8. 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.

Qualities needed

1. A commitment to the organisation with a strategic vision and good, independent judgement.
2. A willingness to speak their mind with an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
3. An ability to work effectively as a member of a team and Attend meetings that are every 2 weeks until July at which point, they are weekly.
4. 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. Also, attend most fundraising activities planned.
5. Commit to being fully available for the main Pride Day in Gloucester itself, as well as the set-up and take-down days, and to attending the Picnic in the Park events.

General Requirements

- To be able to use Webmail and Microsoft Teams
- Have the spare time to commit to this role outside of meetings (could be around 12 hrs a week at peak)
- Act independently of any other interests and declare any conflict of interests
- Not to have any convictions for fraud or dishonesty, never to have been made bankrupt or been disqualified from acting as a company director or charity trustee.