**Trustee – *‘Charity Name’***

Remuneration The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Location Meetings will be held in the London Borough of Bexley

Time commitment: 4 Board meetings per year + the AGM

Reporting to Board of Trustees

**Job Description**

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that BVSC fulfils its duty to its beneficiaries by delivering our vision, mission and values.

BVSC exists to promote voluntary and community action as a means of improving the quality of life for people in Bexley by;

* supporting the work of voluntary organisations and volunteers in Bexley
* assisting them to promote their views on issues and decisions that affect them
* helping them to identify and respond to the unmet needs within the community

In the course of our work we will:

* work in a trustworthy and transparent manner
* develop our expertise and strive for an excellent standard of professional behaviour from all staff,
* volunteers and trustees
* maintain our independence from government
* base our responses to consultations that we submit on behalf of the sector, on our consultations with groups
* help foster a culture of co-operation, understanding and tolerance within the diverse community in Bexley
* promote volunteering as an integral part of life in Bexley promote the role of the voluntary sector based on our belief that the sector is an equal partner and should have an active role in the planning and delivery of services in Bexley

**The statutory duties of a trustee are:**

* To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or memorandum and articles of association.
* To ensure that the organisation pursues its objectives as defined in its governing document.
* To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
* To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* To safeguard the good name and values of the organisation.
* To ensure the effective and efficient administration of the organisation.
* To ensure the financial stability of the organisation.
* To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
* If the organisation employs staff, to appoint the Chief Executive Officer and monitor his or her performance.

In addition with other trustees to hold the charity “in trust” for current and future beneficiaries by:

* Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
* Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
* Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
* Ensuring that the charity’s governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

**Trustee**

**Person specification**

Individuals are sought who have a strong empathy with our mission to promote voluntary and community action as a means of improving the quality of life for people in Bexley.

The Board of Trustees are jointly responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. Trustees are individually responsible for complying with the codes of conduct expected of Trustees and for acting in the best interests of the organisation.

All trustees should be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

**Experience:**

* Successful experience of operating within a board in a charitable, public sector or commercial organisation and/or of managing staff or volunteers in the charity sector
* Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
* A proven track record of sound judgement and effective decision making
* A history of impartiality, fairness and the ability to respect confidences
* A track record of commitment to promoting equality and diversity

**Knowledge, skills and understanding:**

* Commitment to the organisation and a willingness to devote the necessary time and effort
* Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
* Willingness to be available to staff for advice and enquiries on an ad hoc basis
* Good, independent judgement and strategic vision
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* An ability to work effectively as a member of a team
* An understanding of the respective roles of the Chair, Trustees and Chief Executive