

## **ROLE DESCRIPTION: COMMITTEE MEMBER/TRUSTEE**

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Committee members will be appointed as Charity Trustees.

The duties of a committee member/trustee are as follows:

- Ensuring that the association pursues its stated objects, as defined in its constitution, by developing and agreeing a long-term strategy
- Ensuring that the association complies with its constitution, charity law and any other relevant legislation or regulations
- Ensuring that the association applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
- Ensuring that the association defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the association
- Ensuring the effective and efficient administration of the association, including having appropriate policies and procedures in place
- Ensuring the financial stability of the association Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Attending bi-monthly committee meetings
- Helping the committee reach sound decisions - this may involve scrutinising committee proposals, participating in discussions, providing advice and guidance on new initiatives, and participating in decision making.

### **Person specification**

- A commitment to the association
- A willingness to devote the necessary time and effort to committee work
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- 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
- An understanding of the responsibilities of a charity trustee as explained in the Charity Commission's *5-minute guide for charity trustees* <https://www.gov.uk/guidance/charity-commission-guidance#minute-guides-for-charity-trustees>