

Charity Trustee Job Description and Person Specification



Overall Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Trustee Positions are held for a total of three years after which you can be selected for another term via a trustee meeting or an Annual General meeting (AGM)

Main Responsibilities

- To ensure that the charity and its representatives' function within the legal and regulatory framework of the sector and in line with the organisations' governing document, continually striving for best practice in governance.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way continually striving for best practice in governance. that adds to public confidence and trust in the charity.
- To determine the overall direction and development of the charity through good governance and clear strategic planning. Main Duties
- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to organisational activities contained therein.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain its relevance to society.
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies.
- To maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity.

Required Skills

- a commitment to the mission of ASD Helping Hands
- a willingness to meet the minimum time requirement
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding or willingness to learn and accept of the legal duties, responsibilities, and liabilities of trusteeship
- an ability to work effectively as a member of a team and to make decisions for the good of ASD Helping Hands.

Requirements

- Successful Trustees must complete an Induction with the Charity and the NCVO Responsibilities of a Trustee E-Learning within 6 weeks of beginning their position
- Make all reasonable efforts to attend each trustee meeting, some of these may be held evenings.
- Have a basic understanding of written and speaking English.

Role Salary and Benefits

This is a volunteer role and there is no monetary payment or gain from this position