



Trustee Job Description

Job Title: Trustee

Directly Reporting To: Chair to the Board of Trustees

Role Summary

The role of the Trustee is to work in partnership with other Trustees and the Board of Management, helping them to achieve the aims of the organisation.

General Responsibilities of a Trustee

A Trustee has the following general responsibilities:

- Ensure the organisation applies its resources exclusively in pursuing its objectives.
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, defining goals, setting targets and evaluating performance against agreed targets.
- Safeguard the good name and values of the organisation.
- Declare any conflict of interest while carrying out the duties of a Trustee.
- Be collectively responsible for the actions of the organisation and other Trustees.
- Ensure the effective and efficient administration of the organisation.
- Attend meetings and read papers in advance of meetings.
- Attend sub-committee meetings as appropriate.
- Participate in other tasks as they arise from time to time, such as helping with fundraising.
- Keep informed about the activities of the organisation and wider issues which affect its work.

Time Consideration

- The Board meets at least four times a year.
- It is important that the Trustee is able to visit the organisation's office and be available to the Board of Management on a regular basis.
- In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary.

Qualities of a Trustee

- Commitment to the organisation.
- Leadership ability.
- Integrity, strategic vision and good/independent judgement.
- A willingness to devote the necessary time and effort to their duties as a Trustee.
- Ability to make decisions for the good of the organisation.
- Good, independent judgement.
- Good communication skills.
- Tact and diplomacy.
- Willingness to speak one's mind and listen to the views of others.
- An ability to work effectively as a member of a team.
- Understanding of the legal responsibilities and liabilities of a Trustee.
- Prior experience of committee/trustee work.
- Knowledge of the type of work undertaken by the organisation.
- A wider involvement with the voluntary sector.