

Trustee Job Description

APPENDIX

Job Role: Trustee

Accountable to: Chair of the Board of Trustees

Responsible for: The overall governance, strategic direction and management of the Trust.

General responsibilities

Trustees play a key role in bringing their own experience to inform strategy and act as ambassadors for the Trust in maintaining its good reputation at all times. Trustees will be required:

- To be responsible to the Chair of the Board for the strategic and policy direction of the organisation, ensuring that the statutory requirements of the organisation are being implemented;
- To ensure the Trust is financially viable and conforms to the accounting structures and procedures required of it by law;
- To ensure financial resources are available for business operation and future strategies;
- To review and monitor the Trust's work, both financial and operational;
- To work effectively with the operational management team, in particular the Chief Executive and support the operational management team with staff requirements;
- To develop with the Chief Executive future strategy and policy for the organisation;
- To monitor and evaluate the organisational operation in line with its Business Plan;
- To act as the Trust's representative in negotiations and discussions with partners and other external organisations as required, offering expertise and experience; and
- To abide by the code of practice, organisational values and the regulatory requirements as set out by the Charities Commission for England and Wales.

Trustee Specification

Trustees of the Board will need to have a range of skills, competencies, knowledge, experience and qualifications in order to make a positive contribution to the Trust.

Essential Criteria to be held by all Trustees:

- 1 Knowledge of some or all aspects of the purpose of cultural and leisure services in North Tyneside;
- 2 Ability to work with other Trustees and the management team to determine the overall strategic direction and development of the Trust. This will include governance, strategic planning and the setting and managing of performance standards;
- 3 Appreciation of the role of Trustee in relation to employees, corporate responsibility and other duties;
- 4 Ability to scrutinise information supplied to Trustees via papers, reports and documents to enable effective and timely decision making;
- 5 Good communications and interpersonal skills, diplomacy and friendliness;
- 6 Enthusiasm and commitment to the general aims of the Trust;
- 7 Awareness of the duty of care for the health and safety of all associated with the organisation, its staff, volunteers, service users and the general public;
- 8 Knowledge of North Tyneside's communities; and
- 9 Commitment to promoting equal opportunities and celebrating diversity within North Tyneside.

Specialist skills and knowledge to be available across the range of Trustees:

To achieve a balance of experience and interests, North Tyneside Council is particularly interested in hearing from people with skills in the following areas:

- Financial and Budgetary Control;
- Management of one (or more) of the cultural and leisure services being delivered North Tyneside Council;
- External grant funding;
- Marketing and Promotion;
- Human Resources;
- Legal Services;
- Risk Management; and
- Charities.