**Information for interested applicants who wish to join the Scholemoore and Lidget Green Community Partnership Board**

* **Volunteer Trustee Job Description & Person Specification**
* **(1) Trustee job description:**
* The duties of a trustee are:
* To ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations.
* 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, i.e. the organisation must not spend money on activities, which are not included in its own objectives, no matter how worthwhile or charitable 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, setting targets and evaluating performance against agreed targets.
* To safeguard the good name and values of the organisation.
* To ensure effective and efficient administration of the organisation and to be collectively responsible for the actions of the organisation as Trustees.
* To ensure financial stability of the organisation.
* To protect the property of the charity and to ensure the proper investment of funds.
* To make sure the organisation is properly insured against all reasonable liabilities
* **In addition** to the above statutory duties of all trustees:
* To declare any conflict of interest while carrying out the duties of a trustee.
* To abide by the equal opportunities policy.
* To attend training appropriate to the needs of individual and the organisation.
* To take part in the appointment and supervision, and support of staff.
* Each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise.
* To attend committee meetings, and to read papers in advance of meetings.
* To attend sub-committee meetings as appropriate.
* To participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising.
* To keep informed about the activities of the organisation and wider issues, which affect its work.
* **Volunteer Trustee Job Description & Person Specification**
* **(2) Trustee person specification**
* Each trustee must have:
* Integrity
* A commitment to the organisation and its objectives
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* A willingness to devote the necessary time and effort to their duties as a trustee
* Strategic vision
* Good, independent judgement
* An ability to think creatively
* Willingness to speak their mind
* An ability to work effectively as a member of a team
* Maintain the 7 principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* Each Trustee should be willing to use any specific skills, knowledge or experience they have to help the Board make sound decisions.

**Essential, qualities, skills, experience**

The board of trustees will need skills, experience and qualities in the following areas:

* Evidence of a good track record in attending and contributing to meetings, designing agendas and ensuring actions are carried out
* Ability to facilitate debate and reach consensus
* Ability to maintain an objective viewpoint and overview when reporting back
* Ability to analyse views and information quickly and ensure key issues are addressed
* Ability to work as a team and encourage participation
* Understanding and active response to equalities issues
* Confident communication skills: interpersonal, written and verbal; articulate and able to contribute quickly and concisely
* Ability to consider and respond to broad strategic issues and not get bogged down in detail
* Open to challenge and also able to lobby successfully for change
* Experience of committees/boards/partnerships that involve people from different sectors and or disciplines at a strategic level
* Willingness to learn from others; ability to give a balanced view and provide constructive contributions
* Confident communication skills: interpersonal, written and verbal; articulate and able to contribute quickly and concisely
* Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
* Financial management, Fundraising, recruitment and personnel management.

**Responsibilities**

* Work with other Board Members and staff and produce meeting agendas
* Play an active and positive role in increasing awareness of the work of the Board in the Big Local Area
* Ensure that the aims and objectives defined in the terms of reference are duly considered
* Ensure that Board meetings are conducted in a competent and orderly manner.
* Ensure that all members have an opportunity to express concerns, contribute to discussion and are well enough informed on matters requiring their vote.
* Ensure that discussion, debate and decision making is democratic

**Volunteer Trustee Job Description & Person Specification**

* **The role of the honorary officers**
* The 'honorary officers' comprise a Chairman, Vice-chairman and Treasurer, the roles of Chair and Treasurer being particularly important. The members of the board of trustees usually elect the honorary officers. Unless the board has explicitly delegated decision-making powers to the honorary officers, they should act in an advisory capacity and take care to report their activities to the full board to prevent the other trustees feeling excluded by, the inner group. The governing document may give the honorary officers specific roles, functions and responsibilities that are in addition to that of all Trustees.
* **The Chairman - Job description for a Chairman**
* The role of the Chairman extends well beyond drawing up the agenda and chairing the meetings of the board of trustees. The Chair has to take a leadership role in ensuring that the board of trustees fulfils its responsibilities for the governance of the organisation.
* S/he must also work closely with the employees to support them in achieving the aims of the organisation, and act as the channel of communication between trustees and staff. The Chairman will ensure the management committee functions properly, the organisation is managed effectively, will provide support and supervision to the manager and will represent the organisation as its figurehead representing the organisation at functions and meetings and to the press and broadcasting media.
* Other tasks include authorising action to be taken between meetings of the full board, signing cheques and legal documents.
* The responsibilities of the Chairman will include:
* Providing leadership for the board of trustees in their role of setting the strategy and policy of the organisation
* Planning the annual cycle of board meetings
* Setting agendas for board meetings
* Chairing board meetings
* Monitoring that decisions taken at meetings are implemented
* Presenting the organisation at functions and meetings, and acting as a spokesperson as appropriate
* Liaising with the employees to keep an overview of the organisation's affairs and providing support as appropriate
* Leading the process of appointing and appraising the performance of the employees
* Sitting on appointment and disciplinary panels.
* **Person specification for a Chairman**
* In addition to the qualities needed by all trustees, the Chair should also possess the following:
* Leadership skills.
* Commitment to the organisation.
* Good communication and interpersonal skills.
* Ability to think creatively
* Understanding and acceptance of legal duties.
* Strategic vision.
* Experience of committee work, tact and diplomacy
* Good 'people' skills
* Impartiality, fairness and the ability to respect confidences
* Knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and other networks.
* **The Vice-Chairman**
* The Vice-chairman acts for the Chairman when the Chairman is not available and undertakes assignments at the request of the Chairman.

**Volunteer Trustee Job Description & Person Specification**

* **The Treasurer**
* The Treasurer takes the lead in overseeing the financial affairs of the organisation, ensuring its financial viability, and seeing that proper financial records and procedures are maintained. The Treasurer will assist other trustees to perform their financial duties, by interpreting and explaining accounting requirements, ensuring that the board receives reports containing the information trustees need in an 'easy to understand' format, and helping trustees guide any other professional advisers they have appointed.
* **Job description for a Treasurer**
* The overall role of a Treasurer is to maintain an overview of an organisation's affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained.
* The tasks of a Treasurer will include:
* Preparing and presenting financial reports to the board on a monthly basis, including projected cash-flow
* Keeping the board aware of its financial responsibilities
* Ensuring that the organisation's accounts are prepared in a suitable format
* Ensuring that the accounts and financial systems are audited as required by law
* Liaising with the auditors/independent examiners.

The responsibilities of the Treasurer will include:

* Preparing and presenting budgets, accounts and financial statements
* Being assured that the financial resources of the organisation meet its present and future needs
* Ensuring that the organisation has an appropriate reserves policy
* The preparation and presentation of financial reports to the board, ensuring that appropriate accounting procedures and controls are in place
* Liaising with paid staff and volunteers about financial matters
* Advising on the financial implications of the organisation's strategic plan
* Ensuring that the organisation has an appropriate investment policy
* Monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities
* Ensuring that there is no conflict between any investments held and the aims and objectives of the organisation ensuring that the accounts are prepared in the form prescribed by the Charity Commission regulations, included in the annual report and submitted to the relevant statutory bodies, e.g. the Charity Commission
* Ensuring that the accounts are inspected in the manner prescribed by the Charity Commission, and any recommendations of the auditors implemented
* Keeping the board informed about its financial duties and responsibilities
* Contributing to the fundraising strategy of the organisation
* Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
* Sitting on appraisal, recruitment and disciplinary panels as required.
* **Volunteer Trustee Job Description & Person Specification**
* **Person specification for a Treasurer**
* In addition to the qualities needed by all trustees, the Treasurer should also possess the following:
* Financial experience and business planning skills
* Some experience of organisation finance and fundraising
* The skills to analyse proposals and examine their financial consequences
* A preparedness to make unpopular recommendations to the board
* A willingness to be available to give financial advice and answer enquiries from the Chairman, Trustees, staff or volunteers when required.

**Job Description of Secretary:**

Either personally or by delegation, the secretary should:

* Receive agenda items from other trustees/staff
* Prepare agendas in consultation with the chair and chief executive
* Circulate agendas and supporting papers in good time
* Make arrangements for meetings:
  + Booking the room
  + Equipment
  + Refreshments
  + Facilities for those with special needs
* Check that a quorum is present
* Minute the meetings and circulating the draft minutes to all trustees
* Ensure that the minutes are signed by the chair once they have been approved
* Check that trustees and others have carried out action agreed at a previous meeting
* Circulate agendas and minutes of the annual general meeting and any special or extraordinary general meetings
* Sit on appraisal, recruitment and disciplinary panels as required

**Secretary person specification**

* Commitment to the organisation
* Willingness to devote the necessary time and effort
* Strategic vision
* Good, independent judgment
* Ability to think creatively
* Willingness to speak their mind
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* Ability to work effectively as a member of a team
* Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
* Organisational ability
* Knowledge or experience of business and committee procedures
* Minute-taking experience, if this is not being delegated to staff