

## **ROLE DESCRIPTION –TRUSTEE**

**Role Title:** Trustee of Keeping Abreast (A voluntary role).

**Direct Report:**

**Background:** A general background in strategy, governance, finance, HR, fundraising would be useful. Previous experience as a Chair or trustee would be welcomed.

### **Role Summary**

To offer advice & expertise for the overall governance and strategic direction of the charity.

To support the Chair to ensure the organisation pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.

To support the employees, helping them achieve the aims of the organisation.

To be an integral part of excellent, well-rounded and carefully considered strategic decision-making.

### **In order to carry out your responsibilities as a trustee, you should:**

- be committed to the purpose, objects and values of the organisation
- be constructive about other trustees' opinions in discussions (and in response to staff members' contributions at meetings) (delete if not applicable)
- be able to act reasonably and responsibly when undertaking such duties and performing tasks
- be able to maintain confidentiality on sensitive and confidential information
- be supportive of the values (and ethics) of the organisation
- understand the importance and purpose of meetings, and be committed to preparing for them adequately and attending them regularly
- be able to analyse information and, when necessary, challenge constructively
- be able to make collective decisions and stand by them
- be able to respect boundaries between executive and governance functions.

### **Main Responsibilities of a Trustee**

- To play an active role on the Board of Trustees of Keeping Abreast
- To ensure as a Board the money raised is spent effectively within the Aims & Objectives of Keeping Abreast
- To ensure the policies and procedures set out by Keeping Abreast are adhered to
- To support key officers in the decision making process
- To assist with the organisation and running of fundraising activities
- Attendance at fundraising events throughout the year

### **Other useful information**

- The board of Trustees meet every other month, usually on a Tuesday from 7pm at the Keeping Abreast Offices in Norwich. Meetings aim to conclude by 9.30pm
- Trustees may be required to attend the sub committees or meeting of other groups around the country, although this is only usually in exceptional circumstances
- On the board of Trustees, in addition to the Chair, a Treasurer and Secretary must also be appointed - these key roles are re-elected at each AGM. On a 3 year rotation a number of Trustees are required to stand down, to then be re-elected on to the board by the members
- As well as monthly meetings, Trustees are expected to attend the AGM and are encouraged to be present at high profile events
- Only out-of-pocket expenses are payable to trustees
- Board members are elected via a vote amongst the current Trustees, where by a quorum must be present
- Should a decision be made to leave the board, the Trustee must acknowledge their reasons in writing to the Chair of the Trustees and give sufficient notice to ensure a handover is complete