

## **Voluntary Action Rutland**

### **Trustee Role Description**

#### **Overall Purpose:**

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

#### **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 organisation's governing document, continually striving for best practice in governance;
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity; and
- To determine the overall direction and development of the charity through good governance and clear strategic planning.

#### **Main Duties:**

- Ensuring that VAR complies with legislative and regulatory requirements and acts within the confines of its governing document and in furtherance of organisational activities contained therein;
- Acting in the best interests 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 the people of Rutland;
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisation's objects, and investment activities meet recognised standards and policies;
- Ensuring the effective and efficient administration of the charity and its resources; and
- Maintaining absolute confidentiality about all sensitive information received in the course of Trustees' responsibilities to the charity.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the Trustee has particular expertise.

#### **Minimum Time Commitment:**

Prospective Trustees are expected to undertake a 26-week induction programme at VAR before their position on the Board is confirmed. During this period, they will meet with the Chairman, CEO and other Trustees to learn about the detail of the charity's operations.

Board meetings are held six times a year in normal office hours. These last for approximately two hours and include the Annual General Meeting in September. Prospective Trustees are expected to attend all of these meetings and will receive papers distributed one week in advance.

Four sub groups exist to oversee matters in more detail and these are:

- Finance Sub Group (FSG);
- Buildings Sub Group (BSG);
- Transport Sub Group (TSG); and
- Strategy Sub Group (SSG)

Participation in one or more of these sub groups is positively encouraged consistent with the Trustee's skills knowledge and interest.

Claims can be made for all out of pocket expenses incurred by working for the charity.

### **Person Specification:**

Each Trustee must have:

- A commitment to the mission of VAR;
- A willingness to meet the minimum time requirement;
- Integrity;
- Strategic vision;
- Good, independent judgement; an ability to think creatively;
- A willingness to contribute towards discussions;
- An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship;
- An ability to work positively and effectively as a member of a team and take decisions for the good of VAR; and
- Have a keen interest and commitment to the service benefits the organisation offers to the people of Rutland.

The Board of Trustees collectively needs skills and experience in the following areas:

- Financial management, income generation and enterprise;
- Public policy and public affairs;
- National and local voluntary sector;
- National and local government and statutory bodies;
- Digital strategy;
- Social enterprise;
- Volunteering management;
- Transport;
- Buildings management; and
- Social investment and impact.