

TRUSTEE BOARD MEMBERS

DESCRIPTION OF THE ROLE AND PERSON
SPECIFICATION

Background

Salary: Unpaid. Expenses incurred while travelling to meetings

Hours: Four meetings a year: two on site, two via remote conferencing. Additionally, trustees are invited to the AGM

Location: Burton End Lodge, Stansted Hall, Stansted, Essex CM24 8UD

1. Who are the charity's trustees

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the role. For the SNU Trust the charity Trustees are the board of directors known as the Trustee board. The Trustee board comprises:

- the chair
- the Secretary
- up to eight elected trustees

2. The role of the board of trustees

At its simplest, the role of the trustee board is to monitor the assets of the charity, safeguard them and apply them to the charitable purposes of the SNU Trust. The trustee board must always act in the best interests of the SNU Trust, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The trustee board must act as a group and not as individuals.

3. Duties of a trustee board member

The duties of a trustee board member are to:

- ensure that the SNU Trust complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
- ensure that the SNU Trust pursues its objects as defined in its governing document
- ensure the SNU Trust applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- contribute actively to the board of trustees by giving firm strategic direction to the SNU Trust, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- safeguard the good name and values of the SNU Trust
- ensure the financial stability of the SNU Trust.

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.

4. Minimum time commitment

Trustees are expected to attend all board meetings. Board meetings are held four times a year at dates agreed by all Trustees, usually but not exclusively on Saturdays if on site and evenings if via remote conferencing. Accommodation is provided should this be required due to the trustee's location or circumstances. A December meeting each year is allotted to strategic planning and is an on site meeting. Meetings last approximately five hours on site, and remote conferencing last approximately two hours.

- Papers are distributed one week in advance of meetings.
- Trustees are expected to attend the annual general meeting (AGM) of the SNU Trust, which takes place on the eve of the SNU AGM each July.
- Trustees can claim out of pocket expenses incurred in travelling to meetings.

5. Person specification

Each trustee must have:

- a commitment to the mission of the SNU Trust
- a willingness to meet the minimum time requirement
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of the SNU Trust.

The board of trustees collectively needs skills and experience in the following areas:

- financial management, income generation and enterprise
- national and local voluntary sector
- digital strategy
- human resource management
- legal knowledge
- charity governance
- experience in property management