

## Trustee Role Description

---

**Role Title:** Trustee

**Direct Report:** Works closely with the Chair and the board of trustees.

**Background:** Experience of Charity governance and leadership, with a background in Finance, PR Law or HR desirable.

Snowdrop is a new and rapidly growing charity that uniquely specialises in assisting in the after-care of adults who have been rescued from trafficking. It is the first charity in the UK to specialise in long-term assistance and has been recognised for its contribution through awards, informing policy development and writing research in this area. It was previously a volunteer project but became a registered charity in October 2014 and it was awarded large big lottery funding in 2016 and is currently navigating it's next stage of potential growth.

The trustee role will require meeting every two months with other trustees to oversee the ongoing vision, the day to day functioning of the charity and to guide Snowdrop in working effectively towards their goals. There may be other duties that are required outside of the two monthly meetings depending on the needs of the charity. We are looking to add two or three quality trustees to the team with one of the following skills or experiences: Finance/accountancy, HR, Public Relations or Law. The applicant must have an active Christian faith.

### 1.0 Role Summary

The duties of a trustee are:

- to ensure that the charity complies with its governing document, charity law, and any other relevant legislation or regulations.
- to ensure that the charity pursues its objectives as defined in its governing document.
- to ensure the charity applies its resources exclusively in pursuance of its objectives, i.e. the charity 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 charity, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- to safeguard the good name and values of the charity.
- to represent the company at functions and meetings as appropriate.
- to declare any conflict of interest while carrying out the duties of a trustee.
- to be collectively responsible for the actions of the charity and other trustees
- to ensure the effective and efficient administration of the charity.

## Trustee Role Description

---

- to abide by the equal opportunities policy.
- to ensure the financial stability of the charity.
- to protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- to make sure the charity is properly insured against all reasonable liabilities.
- to appoint and support the employees and monitor their performance.
- in addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinizing 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 charity's work in which the trustee has special expertise.
- to attend 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 charity and wider issues which affect its work.

## 2.0 Person Specification

### Essential

- As per the charity's founding document, must be a Christian who regularly attends a place of worship.

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 judgment.
- an ability to think creatively.
- willingness to speak their mind.
- The ability to work effectively as a member of a team.

The board of Trustees will need skills and experience in the following areas:

- setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
- financial management
- the type of work being done by the organisation
- legal matters
- fundraising
- recruitment and personnel management, including a knowledge of
  - employment legislation

## Trustee Role Description

---

- public relations
- marketing
- computers and information technology
- campaigning
- education and learning

The Trustee board seeks to maintain a membership that has a wide ranging level of experience so that the Board as a whole has the skills and experience to draw upon in its governance and decision making roles. At your first meeting you will be given the contact details of the other trustees in order that you may contact them independently. You will also be able to gain an insight into the specific skills and experience individual members have so that you can seek guidance from individual members if required.

In addition the Board has a number of honorary roles appointed from the Board membership in order to ensure the effective running of the Board and that it is able to meet its obligations and responsibilities. These roles currently include a Chair and a Treasurer, although more may be added as they are needed. They have separate role descriptions which apply over and above the requirements of this description.

### 4.0 Time Commitment

- The Board meets at least 6 times a year and each trustee is expected to be available at least 4 times in a year
- You may be a member of a sub-committee which will meet TBC times in a year
- Attendance at award meetings or fundraising meetings is optional

### 5.0 Location

- Board meetings are held at the organisation's premises: XX