

**Trustee Role Description - Nunsmoor Centre Trust**

**Our Vision** is to listen to our community, source funding and resources, coordinate, deliver activities and to make the Centre a thriving hub of the community.

**Our objects are:**

To promote the benefit of children, young people and families

(a)by advancing education, protecting and preserving health and relieving the effects of poverty; and

(b)by providing facilities for recreation and leisure-time occupation by promoting, supporting and improving the Nunsmoor Centre.

Remuneration:

The role of Trustee is not accompanied by any financial remuneration, although out of pocket expenses for direct NCT use may be claimed.

Location:

Nunsmoor Centre, Studley Terrace, Newcastle Upon Tyne

Time commitment:

Trustees are expected to attend most board trustees to also take on the commitment of taking part in one of the working groups to undertake a specific area of work – usually relating to their area of expertise, these feed back into the main board e.g. funding, building working group.

•The Board meets usually 10 times a year. Meetings are currently at different times to accommodate the individual needs of trustees – bi-monthly morning / evening. Trustees MUST provide apologies for meetings they are unable to attend – these should be sent to the Chair, in a timely manner. If a trustee does not attend, for 3 consecutive meetings, the Chair will ask the trustee to account for their absence and help them to assess if they should continue with their role (the board may agree a leave of absence if appropriate).

• The Chair will be available to meet with relevant individuals on a regular basis.

• In addition to Board Meetings, other contact – usually electronic or by telephone –will be necessary. This is for the purpose of receiving papers and clarification of meetings.

• Board members will be expected to serve on a working group, which will be appointed by the board to complete a specific task – the task group will meet and liaise, as necessary.

• Trustees will be expected to volunteer for at least one NCT event through the year – e.g. Winter Festival, Christmas disco, or Community Diversity Celebration events. This will include preparation, set-up and clearing up after such events.

Reporting to:

All trustees report to the main board of Nunsmoor Centre Trust.

Role:

The important role of a Trustee is to ensure that Nunsmoor Centre Trust (NCT) fulfils its duty to its beneficiaries through its charitable activities and delivers on our vision and trust objectives.

The statutory duties of a trustee are:

• To ensure the organisation complies with its’ Articles of Association.

• To ensure that the organisation pursues its objectives as defined in the Articles of Association.

• To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' 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 and setting targets and evaluating performance against agreed targets.

• To safeguard the good name and values of the organisation.

• To ensure the effective and efficient administration of the organisation.

• To ensure the financial stability of the organisation.

• If the organisation was to employ staff, to appoint the Chief Executive Officer and monitor his or her performance or to monitor the performance of other staff managed by the Board or Board members.

• To undertake an Enhanced Disclosure and Barring Check, in line with current legal requirements / legislation.

In addition, with other trustees, to hold the charity “in trust” for current and future beneficiaries by:

• Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.

• Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.

• Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.

• Ensuring that the charity’s governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

Qualities of a Trustee

Essential

• Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.

• Commitment to the charity’s objects, aims and values and willingness to devote time to carry out responsibilities.

• Strategic and forward-looking vision in relation to the charity’s objects and aims.

• Good, independent judgement, impartiality and the ability to think creatively in the context of the organisation and external environment.

• Good communication and interpersonal skills and the ability to respect the confidences of colleagues.

• Balancing tact and diplomacy with willingness to challenge and constructively criticise.

Desirable

• Prior experience of committee/trustee work.

• Knowledge of the type of work undertaken by the organisation.

• A wider involvement with the voluntary sector.

• Experience of committee work.

• Some experience of charity finance, charity volunteering, management, community work or similar.

• Leadership skills

An outline of the legal roles & responsibilities of a trustee can be found at [www.gov.uk](http://www.gov.uk)

**Training and support**

* Opportunities to undertake training. It is good practise to undertake Safeguarding training and trustees will be encouraged and supported to do this.
* All new trustees will be given an induction into the role and provided with a trustee ‘buddy’ for support.