

# Trustee Role Description

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**ROLE TITLE:** Trustee

**PURPOSE:** Our Board of trustees provides a strategic overview of CCB's service development and delivery. The Board has a statutory duty to safeguard CCB; to set the strategy for the organisation and to act as employers for the CCB workforce. They are also responsible for ensuring the financial stability of the organisation.

**DURATION OF POST:** Initially for three years and up to a maximum of six years.

**COMMITMENT:** The post holder is expected to attend up to five Board meetings a year, the Annual General Meeting and the annual Board Away Day. In addition, we encourage individual trustees to participate in working groups set up to support staff on specific areas of CCB's project development.

**SALARY:** This is a non-remunerated, voluntary position. Out of pocket expenses may be claimed in line with CCB's Expenses Policy.

**MAIN DUTIES:** The statutory duties of a trustee are:

- Understanding and acceptance of legal duties as a member of the Board of Trustees
- To ensure that CCB complies with its governing documents, charity law, company law and any other relevant legislation or regulations
- To ensure that CCB pursues its objects as defined in its governing document
- To ensure CCB uses its resources exclusively in pursuance of its objects;
- To contribute actively to the board of trustees' role in giving firm strategic direction to CCB, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of CCB
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of CCB
- To protect and manage the property of CCB and to ensure the proper investment of CCB's funds
- To carry out the role of an employer in respect of CCB's workforce

**OTHER DUTIES:** In addition to the above statutory duties, trustees will use their specific skills, knowledge or experience to help the Board reach sound decisions. This may involve:

- Being an ambassador for CCB at networking meetings and events
- Seeking out opportunities for funding and partnership working in line with CCB's strategic aims
- Supporting staff in the development of funding applications and bids
- Scrutinising board papers
- Leading discussions
- Providing guidance on new initiatives
- Participating in one of the board sub groups or task and finish groups

**PRINCIPAL CONTACTS:** The Chair of the Board and the Chief Executive Officer

# Person Specification

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CCB seeks the following qualities in its trustees:

- Commitment to the organisation and our vision and purpose
- Willingness to prepare for, and participate fully in, meetings and other Board discussions
- Sound and independent judgement
- Ability to think creatively
- Confidence to critically challenge and question ideas
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team with other Board members and staff
- Nolan's seven principles of public life:
  - selflessness,
  - integrity,
  - objectivity,
  - accountability,
  - openness,
  - honesty
  - leadership.

**Our organisation values include:**

- Integrity: honesty, fairness, respect and trustworthiness in all that we do
- People: we respect the individual rights, dignity and diversity of all people. We value the skills and experience our staff bring to their work and seek to develop the best in others
- Volunteering: we encourage people to find ways of giving their time for the benefit of their communities.
- Health, Safety and the environment: we challenge and encourage ourselves and others to protect the environment, the health & safety of our employees and those within the communities we support
- Partnerships: we are committed to maintaining and developing positive relationships with partners, funders and our beneficiaries
- Progress: we challenge ourselves to continually improve and develop new projects and services to meet emerging needs.

**CLEARANCE:** *This post is not subject to a DBS check at standard/enhanced level.*