



[www.sufra-nwlondon.org.uk](http://www.sufra-nwlondon.org.uk)

Registered Charity No. 1151911

## Trustee (General), Board of Trustees

**Salary:** Voluntary  
**Hours:** 8 hours/month  
**Responsible to:** Chair of Board

### Key Responsibilities:

Alongside other members of the Board you will:

- Ensure the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Be responsible for the performance of the charity and its activities.
- Ensure that the charity complies with all legal and regulatory requirements.
- Act as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensure that the charity's governance is of the highest possible standard.

### Duties & Tasks to Fulfil Key Responsibilities:

### Vision & Strategic Direction:

To work in partnership with other Trustees and senior staff to ensure that:

- The charity has a clear vision, mission and strategic plan that have been agreed by the Board, and that there is a common understanding of these by Trustees and staff.
- The business, operational and other plans support the vision, mission and strategic priorities.
- The Management Committee's annual and longer term objectives and targets support the achievement of the vision, mission and strategic priorities.

- Board policies support the vision, mission and strategic priorities.
- There are effective mechanisms to:
  - Listen to the views of current and future beneficiaries
  - Review the external environment for changes that might affect the charity
  - Reassess the need for the charity and for the services it provides, or could provide
  - Review regularly its strategic plans and priorities

### **Performance of the Charity:**

- To agree the method for measuring objectively the progress of the charity in relation to its vision, mission, strategic objectives/priorities, business plans and annual targets, and to receive regularly reports on the performance of the charity.
- To ensure that the fundamental values and guiding principles of the charity are articulated and reflected throughout the charity.
- To ensure that views of beneficiaries on the performance of the charity are regularly gathered and considered by the Board.
- To receive regular reports from the Director on progress towards agreed strategic priorities.
- To hold the Director to account for the management and administration of the charity.
- To ensure that the Director receives regular, constructive feedback on his/her performance in managing the charity and in meeting his/her annual and longer-term targets and objectives.
- To ensure that the Director develops a learning culture and that all staff, both paid and unpaid, review their own performance and regularly receive feedback.
- To articulate the values of the charity.
- To agree Board policies.
- To ensure that there are mechanisms for beneficiaries, employees, volunteers, other individuals, groups or organisations to bring to the attention of the Trustees any activity that threatens the probity of the charity.
- To ensure that the Board of Trustees has the skills required to govern the charity well and has access to relevant external professional advice and expertise.
- To ensure that there is a systematic, open and fair procedure for the recruitment or co-option of Trustees.
- To ensure that there are succession plans for the Chair and the Director.
- To participate in individual and collective development and training of Trustees.

- To abide by the charity's Code of Conduct.
- To ensure that major decisions and Board policies are made by the Trustees acting collectively.

### **Additional Duties**

- Read and scrutinise all Board papers and brainstorm discussion areas in advance.
- Attend bi-monthly Board meetings.
- Maintain correspondence via email.
- Participate in any subcommittees of the charity.
- Attend occasional networking events & meetings.
- Attend occasional ceremonial/fundraising events.
- Support the work of the Management Committee in areas where the Trustee has specialist knowledge or expertise.

## **Person Specification**

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
- An 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
- Public relations
- Marketing
- Computers and information technology
- Campaigning
- Education and learning

The Board will seek to maintain a membership that has a wide-ranging level of experience so that its membership as a whole has the skills and experience to draw upon in its governance and decision-making roles.