

Role Description - TRUSTEE

Our trustees play a vital role in making sure that YMCA Wellington & District ("the Charity") achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that the Charity has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable the Charity to grow and thrive, and through this, achieve its mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on the Charity's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee the Charity's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve the Charity's financial statements.
- Provide support and challenge to the Charity's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in the Charity's operating environment.
- Contribute to regular reviews of the Charity's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect the Charity's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of the Charity's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, operational matters or other issues in which the trustee has special expertise.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.

- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

Terms of office (refer to Governing Document/Constitution)

- Trustees are appointed for a 3 year term of office
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending up to six Board meetings annually
- Attending one annual strategy/training day

Associated Documents

- Charity Governing Document/Constitution
- See Charity Governance Code <https://www.charitygovernancecode.org/en>
- See Charity Commission Guidance <https://www.gov.uk/government/publications/charity-trustee-welcome-pack/charity-trustee-welcome-pack#get-to-know-your-6-main-trustee-duties>