



We change lives together

Grangeside Business Centre, 129 Devizes Road, Hilperton, Trowbridge, BA14 7SZ

## The Trustee Job Description

### Role of a People against Poverty Trustee

To further the achievement of the goals of People against Poverty whilst operating within its charitable aims

### Specific Responsibilities

To ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations

- 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. [This means attending the Board of Trustees meetings and contributing to discussions. Regular attendance at the meetings and active involvement in decision-making makes a Trustee effective. In addition, People against Poverty intends to hold Trustee 'away days' from time to time and Trustees are expected to attend these so adequate attention can be given to any particular issues the Board may identify.]
- To ensure that People against Poverty pursues its objects as defined in its governing document, and the organisation is effectively and efficiently administered
- To ensure that People against Poverty applies its resources exclusively in pursuance of its objects; to protect and manage the property of the charity and to ensure the proper investment of the charity's funds. To ensure the financial stability of People against Poverty.
- To actively promote People against Poverty, recognising that their own integrity and network are crucial to this.
- To safeguard the good name and values of People against Poverty. [Trustees themselves must act only in the best interests of People against Poverty. This means holding the charity's interests high, and ensuring no conflict with any other personal or professional interests they may have.]
- To assist in the appointment of the CEO and monitor his / her performance.



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Each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. These may be brought to bear when scrutinising board papers, leading discussions, bringing appropriate focus to key issues or providing guidance on new initiatives in which the trustee has special expertise.

People against Poverty requests, where possible, that Trustees commit up to 4 days a year (beyond the standard quarterly meetings) to the charity. This will enable People against Poverty to more effectively use the diverse skill set that is represented by the Board of Trustees.

To help identify and record skill sets, Trustees may be asked to complete People against Poverty's volunteer form whatever their level of commitment to the charity. Trustees are strongly encouraged to attend one of People against Poverty's trips to visit the charity's projects, as soon as possible after becoming a Trustee. This will aid Trustees in gaining a fuller understanding of the charity and its work. In addition, trustees should attend People against Poverty Events, where possible.

Trustees should respond to all communications received from People against Poverty in a timely manner.

### **Key Responsibilities of Officers**

- Be fully conversant with the Governance document
- The governing document is the rulebook for the organisation. The trustees make sure it is followed. In particular, the organisation's activities must comply with the charitable objects.
- Through their own behaviour, their governance oversight and their activities on behalf of the organisation trustees shall enhance and protect the reputation of their organisation, and be good ambassadors for the organisation
- Support the Chair and head of Charity in external promotion and fund raising events.
- Attend all Trustee/Board meetings.



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## **Trustee Personal Specification**

- Commitment to the organisation
- Of the Christian faith
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Have the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Leadership skills
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences