

VOLUNTARY ACTION - LEEDS

TRUSTEE

TITLE: Trustee of Voluntary Action - Leeds

TERM OF OFFICE: 3 years (unless co-opted - 1 year)

LOCATION: Stringer House

PURPOSE

To take joint responsibility with the other Trustees for the management and control of Voluntary Action - Leeds.

GENERAL RESPONSIBILITIES

1. To ensure that VA-L complies with its governing document (including pursuing its objects as defined therein), charity law, company law, and any other relevant legislation or regulations.
2. To ensure that VA-L's resources are applied exclusively in pursuance of its objects.
3. To contribute actively to the Trustee Board's role in giving firm strategic direction to VA-L, including setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets.
4. To safeguard the reputation and values of VA-L.
5. To ensure the effective and efficient administration of VA-L.
6. To ensure the financial stability of VA-L.
7. To protect and manage the property of VA-L, and to ensure the proper investment of its funds.

8. To contribute to the appointment and monitoring of the performance of the senior officer.
9. To understand the difference between governance and management, and to delegate appropriately.
10. To use individual skills, knowledge and experience to assist the Board in reaching sound decisions; this may involve scrutinising Board papers, leading discussions, participating in sub-committees and working groups, providing advice and guidance, or any other relevant issues in which the trustee has special expertise.

ADDITIONAL DUTIES

1. Trustees are required to sign a statement confirming their eligibility to serve as trustees.
2. Trustees are expected to declare any real or potential conflicts of interest in accordance with VA-L's policy on this issue.
3. Trustees are expected to offer personal commitment to the principles of VA-L's Equal Opportunities Policy, and to implementing equality of opportunity in every aspect of VA-L's work.
4. Trustees are expected to join at least one of the sub-committees, which address specific aspects of VA-L's work; currently these are: Finance & General Purposes, Performance Review, and Personnel. A working group of staff and trustees exists to focus on Quality Assurance. Trustees who take on positions as honorary officers (Chair, Deputy Chair, Treasurer) are expected to attend meetings of the Finance & General Purposes sub-committee apart from any other committees, which they may wish to join.
5. Trustees who join the Personnel Committee, in particular, should be aware that they will be required to assist VA-L with occasional personnel issues – e.g. grievance hearings, etc. The detail of this is spelled out in the various personnel policies. All trustees are asked to volunteer their assistance with staff appraisals where possible.

6. Trustees are expected to familiarise themselves with the work of VA-L and the roles of staff/volunteers.
7. Trustees are expected to request and participate in training when appropriate to enable them to fulfil their duties and to develop both individually and collectively.

PERSON SPECIFICATION

- Knowledge and experience of the voluntary and community sector
- Ability to offer commitment to VA-L
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak out
- Ability to listen
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Ability to respect confidences and confidentiality
- Ability to work according to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Trustee Job Description adopted by the Trustee Board of Voluntary Action – Leeds on 13th August 2002.

Updated 6 April 2004