****

**Board Member**

**Role Description**

**Background**

The Office of the Scottish Charity Regulator (OSCR), the regulatory body overseeing the work of all charities registered in Scotland, publishes **Guidance and Good Practice for Charity Trustees,** a copy of which can be accessed from their website: <http://www.oscr.org.uk/about/documentation-guidance>

As well as being a registered charity, Scottish Book Trust (SBT) is a company limited by guarantee. Each trustee is therefore also appointed as a director under the Companies Act legislation and is registered as such with Companies House.

**Role of the Trustees**

Charity Trustees are responsible for the general control and management of the charity’s work. Although staff are employed to carry out the day-to-day operations of the charity, the Trustees remain ultimately responsible for its governance and strategy. Trustees act as a group and are collectively responsible for actions and decisions.

Trustees uphold and represent Scottish Book Trust’s purpose, mission and values in both a personal and professional capacity. Trustees should:

**Act with appropriate care and diligence**

* By ensuring the organisation has a strategic plan which is clear in its purpose and direction
* By ensuring the charity is effectively managed, operates efficiently and works within its constitution, policies, budgets, any relevant good practice guidance and the law
* By putting the interests of the charity before their own interests or those of any other person or organisation

**Show commitment and professionalism**

Trustees are expected to prepare for Board meetings by reading the papers they are sent, by attending meetings regularly and by participating in discussions and the decision-making process.

**Represent SBT effectively to others**

Trustees are expected to act as ambassadors for SBT, using their networks and connections to help promote SBT’s work and fundraising activities.

**Follow the code of conduct**

In carrying out their role, Trustees are expected to uphold high standards of professional behaviour. In particular, Trustees should show respect for fellow Board Members and staff; use objectivity and good judgement in their decision-making, and maintain integrity and confidentiality in the performance of their role.

**Term of office**

Trustees are appointed for a term of 3 years initially, with the option to stand for re-election for an additional 3-year period. At the expiry of the second 3-year period, Trustees must retire from the Board.