

## **Zambia Therapeutic Art: Trustee Role Description**

### **Purpose**

The Board of Trustees are responsible for the overall governance and strategic direction of Zambia Therapeutic Art, managing the work of the organisation in line with our aims and legal, regulatory and funding requirements. ZTA Trustees also often take on roles related to the day-to-day running of the organisation. ZTA is a registered charity (SC045462).

### **Trustees of ZTA:**

- Will work together to provide leadership and strategic direction to the organisation;
- Will work within the parameters of our constitution;
- Ensure that ZTA meets its objectives as set out in its strategic and operational plans;
- Ensure that ZTA is effectively run and meets all of its legal, regulatory and funding requirements;
- Ensure that assets are safeguarded and used efficiently for those for whom the organisation exists;
- Ensure that the organisation is accountable financially and in other ways; and
- Take on specific roles as required for the smooth operation of the Board of Trustees and the organisation.

### **Commitment**

Trustees of ZTA are expected to contribute around eight hours per month to the organisation and to attend at least three Board meetings per year. Board meetings are usually held in Edinburgh and the Lothians. A minimum commitment of two years is requested; the maximum term is not expected to be more than five years.

### **Remuneration**

ZTA Trustees are volunteers, although reasonable travelling expenses can be refunded.

## **Person Specification**

These are the competencies that we expect all Trustees of Zambia Therapeutic Art to possess.

### **Essential**

- Knowledge and experience of voluntary and sector issues
- Willing and able to contribute to the success of ZTA
- Good communication skills and the ability to work as part of the Board to further the organisation's aims
- Competent computer user and able to communicate regularly by email
- Able to exercise independent judgement and take reasonable care, skill and diligence in their role on the Board
- Willing and able to fulfil the legal duties of a Charity Trustee

In addition it is particularly helpful if Trustees have experience or interest in:

- Art therapy and/or mental health
- Sub-Saharan Africa
- The voluntary sector

### **Desirable**

ZTA depends on Trustees having a wide range of skills, and each Board member should have knowledge and experience in at least one of the following areas. We do not expect Trustees to be skilled in all of these areas.

- Financial Management
- Fundraising and Events
- Business
- Social media, PR, marketing and communication
- Digital and Information Technology
- Organisational development/strategy
- Legal compliance responsibilities of registered charities
- Management and development of consultants and volunteers
- Lobbying, campaigning or advocacy skills
- Knowledge of safeguarding, equalities and human rights issues
- Research and analysis
- Project development/management