



Trustee role description and person specification

1. The role of trustee

As a trustee, you will be responsible for overseeing the strategic direction and effective running of Close the Gap, ensuring that we meet our charitable objectives and comply with the law.

Specifically, trustees:

- Set and maintain the vision, mission and values of the organisation;
- Develop direction, strategy and planning;
- Ensure the organisation has the structure and resources for its work;
- Establish policies and procedures to govern organisational activity, including guidance for the board, volunteers and staff;
- Establish systems for reporting and monitoring;
- Manage risk and ensure compliance and accountability with the governing document, external regulators and the law; and
- Make certain that the financial affairs of the organisation are conducted properly and are accurately reported.

We encourage all potential board members to read the Guidance for Charity Trustees developed by the Office of the Scottish Charity Regulator (OSCR), available on its website: <http://www.oscr.org.uk/charities/guidance/guidance-and-good-practice-for-charity-trustees>

2. Trustee duties, rights and responsibilities

Guidance from OSCR sets out the general duties of a charity trustee:

- Act in the interest of the charity. Trustees should put the interests of their charity before their own interests, or those of any other person or organisation.

- Operate in a manner consistent with the charity's purposes. Trustees should carry out their duties in accordance with their governing document.
- Act with due care and diligence. Trustees should take such care of their charity's affairs as is reasonable to expect of someone who is managing the affairs of another person.
- Ensure that the charity complies with the provisions of the Charities and Trustees Investment (Scotland) Act 2005, and other relevant legislation.

More detailed information can be found on the OSCR website:

www.oscr.org.uk.

3. Person specification

You should be able to demonstrate that you have the following skills, knowledge, experience and qualities.

Essential

1. A commitment to women's labour market equality, and to the work of Close the Gap.
2. Some understanding of women's labour market inequality.
3. A willingness to commit the necessary time and effort to fulfil your duties as a trustee.
4. The ability to think strategically and creatively, and to respond to the needs of the organisation.
5. The ability to form positive and productive relationships with fellow board members, the staff and volunteer and wider stakeholders, as required.

Desirable

1. Knowledge and experience of finance.
2. Knowledge and experience of fundraising.