



## **Role Profile & Person Specification for General Charity Trustees**

### **Background / context**

In accordance with the Scottish Council for Voluntary Organisation's guidelines, our trustees are there to lead, control and supervise our activities as an organisation. All of our trustees are expected to act in the best interests of the organisation and its beneficiaries at all times, following requirements of law and regulation. To enable us to meet our aims, our trustees should collectively perform the following functions:

- 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
- Make certain that the financial affairs of the organisation are conducted properly and are accurately reported.

### **Specific accountabilities for the role of General Trustee**

Participation in board meetings and communication with the Charity CEO and other board members between meetings as required to ensure due diligence in financial management and decision making:

- 4 x trustee meetings each year, plus the Annual General Meeting
- Completion of agreed actions arising from board meetings
- Contribute to the development of an ethical culture in line with the values of the organisation.

In addition, trustees will agree accountability with the Charity CEO, chair and wider board for **one or more of the following** - dependent on the skills, experience and interest of individual board members along with the needs of the Charity:

- Fund raising from a range of sources such as Trusts and Foundations, statutory source, individuals, community groups and events
- Donation generation
- National and local voluntary sector
- Digital strategy
- Volunteer strategy
- Social investment and impact
- Strategy and planning
- Corporate responsibility and networking
- Communications

### **Person Specification**

The following characteristics, knowledge and experience would be advantageous but are not essential unless indicated, and we would welcome applications from those willing to develop into the role:

- A commitment to the values of Dignity Boxes (essential)
- Knowledge of the charity sector
- Strong business acumen
- Experience of fund raising (we would like to recruit at least one person onto the board with this as a specialism)
- Strategic thinker
- An understanding and acceptance of the legal duties and responsibilities of trustees (essential)
- Good interpersonal and communication skills (essential)
- Experience of committee work
- Approachable nature with strong ethical values (essential)
- Lived experience of poverty
- Good network of contacts in Edinburgh, the Lothians and beyond.