



Trustee Role Specification

Purpose of Role: As a Trustee of Moray Rape Crisis (MRC), you will provide leadership and direction for MRC, to secure its long-term sustainability, and to oversee the legal, financial and operational management of MRC, ensuring it meet the charitable aims set out in its constitution.

Remuneration: There is no payment for acting as a Trustee. Travel and out-of-pocket expenses will be paid on submission of a claim with receipts.

As a Trustee of Moray Rape Crisis, you will:

- Provide leadership and firm strategic direction for MRC and maintain appropriate accountability.
- Safeguard and promote the values, ethos and objectives of MRC
- Fulfil the legal duties and responsibilities of Company Directors and Charity Trustees.
- Monitor and maintain the sustainability and financial viability of MRC.
- Support the Manager of MRC in delivering the aims and objectives of MRC.
- You will contribute to the development of MRC's strategic plans.
- You will prepare for and attend Board meetings
- You will monitor progress on the implementation of MRC business and strategic plans and review the financial position of the organisation.

Demands of the post of Trustee, and commitment required

- Learn about MRC its work, and the individual and collective roles and responsibilities of the Trustees.
- Attend at least 75% of meetings annually.
- You may be asked to participate in short life working groups to progress particular areas of the Board's work.
- You may be asked to contribute to occasional staff recruitment processes, development days and training (approximately 3 days per year.)

Potential Trustees of MRC will demonstrate:

- A commitment to the values, ethos and objectives of MRC.
- A commitment to fulfil the legal duties and responsibilities of Trustees of a Scottish Charitable Incorporated Organisation.
- An understanding of the importance of strategic planning and a commitment to participating in the development of MRC strategic and business plans.
- The ability to assess plans and proposals and make objective decisions.
- The ability to actively contribute to the work of MRC and participate fully in the responsibilities set out in the Role Description.
- The ability to be creative and innovative and response positively to change.
- A commitment to Nolan's seven principles of public life (see Terms of Reference document).

Knowledge, skills and/or experience in one or more of the following areas is desirable :

- Staff management
- Financial management
- Fundraising
- Marketing
- Employment/charity law
- Governance
- Experience of lobbying/campaigning
- Experience or interest in homelessness, health, children's service, education or social policy