

VALE OF LEVEN TRUST

Purpose of Role:

As a Trustee of The Vale of Leven Trust (VOLT), you will provide leadership and strategic direction for VOLT on behalf of the members, secure its long-term sustainability, and oversee the legal, financial and operational management of VOLT, ensuring it meets 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 form with receipts.

As a Trustee of The Vale of Leven Trust, we ask you:

- Provide leadership and firm strategic direction for VOLT and maintain appropriate accountability.
- Safeguard and promote the values, ethos and objectives of VOLT.
- Fulfil the legal duties and responsibilities of Company Directors and Charity Trustees.
- Monitor and maintain the sustainability and financial viability of VOLT.
- Support the Development Manager of VOLT in delivering the aims and objectives of VOLT.
- Contribute to the development of VOLT's strategic plans.
- Prepare for and attend Management Committee meetings.
- Monitor progress on the implementation of VOLT's business and strategic plans and review the financial position of the organisation.
- Have a commitment to Nolan's seven principles of public life amended to the nine principles on Standards in Scottish Public Life (see Terms of Reference document).
- Have the ability to actively contribute to the work of VOLT and participate fully in the responsibilities set out in the Role Description.

Demands of the post of Trustee, and commitment required:

- Learn about VOLT and its work, and the individual and collective roles and responsibilities of the Trustees.
- Attend the 4-6 weekly Management Committee Meetings and the yearly AGM (these are usually held in person, early evening – or online if restrictions are in place).
- You may wish to participate in steering or short life working groups to progress particular areas of the Management Committee's work.
- You may contribute to occasional staff recruitment processes, development days and training (possibly 3 days per year).

Knowledge, skills and/or experience in one or more of the following areas is desirable but not essential:

- Financial Management
- Human Resources / People Management
- Marketing & Branding
- Social Media
- Governance / Charity law

Application Notes:

If you would be interested in joining as a Trustee of The Vale of Leven Trust but would like to arrange an informal discussion or just ask any questions please text 07960 83 83 66 or email:

chair@valeofleventrust.com and we can arrange a time to chat or meet.