



## **Trustee Director (Voluntary)**

The operational management of Fast Forward is delegated to the CEO and thereafter to staff, within a framework of policies and procedures established by the Board of Directors.

### **Purpose:**

1. To work as part of the Board of Directors who provide effective governance for Fast Forward ensuring that all activities fall within the charity's purpose and that we adhere to our constitution document.
2. To provide strategic direction to Fast Forward and monitor progress and achievement against the organisation's Business Plan.
3. To act as a guardian of the charity's assets and ensure the charity is solvent.
4. To ensure the charity is run properly, responsibly and lawfully.

### **The core responsibilities of the Board are to:**

- 1.1 Ensure that Fast Forward acts in accordance with its constitution.
- 1.2 Influence and review Fast Forward's long-term direction and sustainability.
- 1.3 Disseminate and ensure compliance with the values of Fast Forward.
- 1.4 Identify and manage the risks associated with Fast Forward's strategy.
- 1.5 Monitor and review formal partnerships and alliances with other organisations.
- 1.6 Accompany the CEO to meetings with key partners such as the Scottish Government and Local Authorities.
  
- 2.1 Develop and maintain an understanding of the operating environment of Fast Forward and take this into account in assessing Fast Forward's strategy.
  
- 3.1.1 Ensure that Fast Forward is adequately resourced to meet its objectives that ensure the solvency of Fast Forward.
- 3.2 Approve the annual budget and approve the annual accounts prior to publication.
  
- 4.1 Appoint, support and appraise the CEO.
- 4.2 Establish a framework for the development, approval and review of policies and plans to achieve Fast Forward's strategic objectives, including monitoring the support and development of the Fast Forward staff team.
- 4.3 Establish and oversee a framework for the employment, remuneration and development of the Fast Forward staff team.

- 4.4 Establish and regularly review systems of internal and external control, including audits, financial control and performance reporting.
- 4.5 Ensure that Fast Forward meets all its obligations and acts in accordance with regulatory expectations and accepted good practice standards.
- 4.6 Assess periodically the Board's own effectiveness.

**Person Specification:**

- Shares the values and ethos of Fast Forward to support informed decision making by children and young people in relation to risk-taking behaviours, towards a harm-education approach.
- Preferable but not essential experience of serving on a Board of Directors.
- To ensure that you are not disqualified from being a trustee for any reason.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Commitment to preparing for meetings thoroughly and attending them regularly.
- Ability to maintain confidentiality on sensitive and confidential information.
- The ability to work as a team with your fellow trustees in order to reach sound and fair decisions.
- Ability to assimilate and analyse information often in report form.
- Ability to contribute to the strategic planning process.
- Commitment to representing the interests of our service users in your decision-making.
- Sound leadership skills:
  - Enabling and supportive management style, with ability to challenge when appropriate
  - Preparedness to make unpopular recommendations to the Board
  - Good, independent judgement
  - Risk aware but not risk adverse
- Sound communication skills:
  - Ability to present arguments with knowledge and understanding of wider strategic contexts
  - Analytical, democratic, focused and flexible, with an appropriate sense of humour
  - Ability to develop positive relationships that generate confidence and respect
  - Works effectively with a wide range of stakeholders at all levels, including with diverse communities