

### **Trustee Role Description**

Our trustees play a vital role in making sure that The Newark Trust achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that The Newark Trust has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable The Newark Trust to grow and thrive.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

#### **Duties:**

- Support and provide advice on The Newark Trust's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Oversee The Newark Trust's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve The Newark Trust's financial statements.
- Provide support and challenge to The Newark Trust's Charity Manager in the exercise of their delegated authority and affairs.
- Keep abreast of changes in The Newark Trust's operating environment.
- Contribute to regular reviews of The Newark Trust's own governance.
- Use independent judgment, acting legally and in good faith to promote and protect The Newark Trust's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of The Newark Trust's objectives, aims and reputation by applying your skills, expertise, knowledge and contacts.

#### **Functions and Responsibilities:**

- Regularly attend Board meetings and other important related meetings.
  - At present, we hold meetings every two months to support the foundations and growth of the charity.
- Make serious commitment to participate actively in committee work.
- Volunteer for and willingly accepts assignments and completes them thoroughly and on time.
- Stay informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Get to know other committee members and builds a collegial working relationship that contributes to consensus.
- Is an active participant in the committee's annual evaluation, planning and all training efforts.

- Commit to be informed about the organisation's vision, services, policies, and programmes.
- Adhere to conflict of interest and confidentiality policies.
- Accept fiduciary responsibility for the organisation, using duty of care and due diligence when making decisions, and agree to abide by the Board code of conduct.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives or other issues in which the trustee has special expertise.

### ***What we are looking for***

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide a full induction and training.

### **Personal skills and qualities**

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values [charity values].
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Good knowledge of the Inverclyde area and it's people.

### ***Terms of appointment***

#### **Time commitment**

Attending 6 Board meetings annually.

Currently meetings are held in person at McLaren Packaging Ltd in Port Glasgow or online. Every other meeting is to be in-person.

Attending training and induction as required and potentially an annual strategy day.

#### **Committee membership**

Ad hoc and occasional support through working groups and / or support to the executive team.

#### **Expenses**

This is a voluntary position, but reasonable expenses are reimbursed.