**Trustee Role at Moving On Inverclyde**

**Position:** Trustee of the Board of Trustees  
**Reports to:** Chair of the Board

**Purpose of the Role**

Trustees at Moving On Inverclyde play an important part in guiding the charity, making sure everything we do stays true to our mission and values. Trustees support the CEO and staff team, provide strategic direction, and ensure the charity is well-governed, financially sustainable, and focused on what matters most — supporting people in recovery.

**What Trustees Do**

As a trustee, you’ll be involved in:

**1. Governance and Oversight**

* Making sure we comply with charity law and operate responsibly.
* Helping to shape our long-term strategy and direction.
* Monitoring how well we’re meeting our goals and staying accountable to the people we support, funders, and the wider community.
* Supporting and overseeing the CEO to ensure the charity’s work remains on track.

**2. Working with the CEO and Team**

* Acting as a supportive partner to the CEO, offering guidance and advice.
* Helping ensure the charity has the right resources to deliver effectively.
* Providing constructive feedback and encouragement.

**3. Financial Oversight**

* Ensuring our finances are well managed and sustainable.
* Reviewing and approving budgets, reports, and accounts.
* Making sure strong internal controls are in place to protect our funds.

**4. Board Meetings**

* Attending and contributing to board meetings and our AGM.
* Playing a part in decision-making and ensuring good governance.

**5. Sub-Committees**

* Joining working groups or sub-committees (e.g. Finance, Fundraising, Governance) when needed.
* Offering specialist knowledge if you have skills in areas such as finance, law, HR, or digital.

**6. Risk and Compliance**

* Helping to identify and manage risks that could affect the charity.
* Ensuring compliance with safeguarding, finance regulations, and charity law.

**7. Fundraising and Community Engagement**

* Supporting fundraising by sharing ideas, networks, or connections.
* Representing Moving On Inverclyde at events and helping raise awareness of our work.

**8. Strategic Planning**

* Contributing to the development and review of our strategic plan.
* Helping ensure resources are focused where they make the biggest difference.

**9. Ethics and Integrity**

* Acting in the best interests of the charity at all times.
* Declaring any conflicts of interest openly and honestly.
* Making decisions with fairness, transparency, and integrity.

**What We’re Looking For**

Qualities that make a great trustee include:

* A genuine commitment to Moving On Inverclyde’s mission and values.
* Strategic thinking and a long-term view.
* Understanding of good governance (helpful, but not essential).
* Confidence with budgets and financial information.
* Good communication and teamwork skills.
* A collaborative approach, respecting different viewpoints and working towards shared decisions.

We especially welcome applications from people with lived experience of recovery, or with professional skills in areas such as finance, fundraising, HR, safeguarding, or mental health and wellbeing.

**Practical Details**

* **Time commitment:** Trustees attend bi-monthly board meetings, our AGM, and occasional events or working groups.
* **Term:** 3 years, with the option to continue for another term.
* **Expenses:** This is a voluntary role, but reasonable expenses (e.g. travel) will be reimbursed.

**Why This Matters**

As a trustee, you’ll help shape the future of Moving On Inverclyde. You’ll ensure the charity is well run, sustainable, and continues to provide the best possible support for people in recovery. By working alongside our Chair, Vice Chair, and CEO, you’ll play a key part in building stronger futures across Inverclyde.