**Trustee job description**

Our trustees play a vital role in making sure that Together for Welwyn Garden City achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Together has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the volunteer teams to enable Together for Welwyn Garden City 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 Together for Welwyn Garden City’s purpose, vision, goals and activities.
* Approve operational strategies and policies, and evaluate their implementation.
* Ensure the effective and efficient administration of the organisation, including finances.Review and approve Together for Welwyn Garden City’s financial statements.
* Ensure that key risks are being identified, monitored and controlled effectively.
* Keep abreast of changes in Together for Welwyn Garden City’s operating environment.
* Contribute to regular reviews of Together for Welwyn Garden City’s own governance. Attend Board meetings, adequately prepared to contribute to discussions.
* Use independent judgment, acting legally and in good faith to promote and protect Together for Welwyn Garden City’s interests, to the exclusion of their own personal and/or any third party interests.
* Contribute to the broader promotion of Together for Welwyn Garden City’s objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

We are particularly looking to appoint Trustees who have experience in one or more of the following areas: business/charity planning, PR and communications skills, volunteer management, fundraising or project management. We have created a two year action plan, and are looking for trustees who have experience or interest to ensure the plan is delivered.

Trustees will also become Directors of the limited company, meaning they will have responsibilities both to the Charities Commission and Companies House.

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.
* Commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**Terms of appointment**

**Terms of office**

* Trustees are appointed for a 2 year term of office, renewal for 2 further terms.
* This is a voluntary position, but reasonable expenses are reimbursed.

**Time commitment**

* Attending 6 Board meetings annually. Currently meetings are held in person at local venues
* In addition trustees spend 2-4 hours per month to progress the organisation.
* Attending relevant training sessions e.g. safeguarding, legal responsibilities of a trustee, data protection training.

**Committee membership**

Ad hoc and occasional support through working groups. Current trustees are active on the Planning and Heritage sub groups, however that is not a requirement of new trustees, unless individuals express an interest or preference.

**Limitations**

* Trustees must be aged 18+ at time of nomination to the board.
* No two current trustees may be close family members.
* Any unspent criminal convictions must be declared at application. Regular DBS checks may be completed on all trustees to ensure the safety and wellbeing of our trustees, volunteers and employees.

You can find out more about our work at

[www.togetherforwgc.org.uk](http://www.togetherforwgc.org.uk)

<https://www.facebook.com/groups/togetherforwgc/>

<https://www.instagram.com/togetherforwgc/>