

## Role Description

**Role title: Trustee**

**Accountable to: Chair of Trustees**

### Role Purpose

Trustees will work for one or both of our charities; Freeways and Freeways Trust. The trustee role is a voluntary position that helps oversee the running of one or both charities.

As part of the Board of Trustees you will provide sound governance, strategic oversight, guidance and support to further the charitable aims and objectives.

### Key Responsibilities and Objectives

The responsibilities and objectives of a trustee board member are to:

- always act in the best interests of the charities
- ensure that the charities comply with and are operating within their governing document, charity law, company law and any other relevant legislation or regulations
- ensure that the charities pursue their objectives as defined in their governing document
- ensure the charities apply their resources exclusively in pursuance of their objectives
- safeguard the reputation and values of the charities
- contribute actively to the board of trustees' role in giving firm strategic direction to the charities, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- ensure the financial stability of the charities
- protect and manage the property of the charities and to ensure the proper investment of their funds
- appoint (as required) and support the chief executive officer (CEO) and monitor their performance
- work with the CEO and the Board of Trustees to oversee the effective delivery of the charities' strategy
- connect the charities with appropriate stakeholders representing the charities and their visions
- commit to attend board meetings and working groups, completing appropriate preparation for such meetings
- commit to occasional travel to our services across BANES, South Glos, Bristol and North Somerset areas
- be appointed for 3 years initially but may be re-elected for a second term

### **Additional Responsibilities**

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives or other issues in which the trustee has special expertise or interest.

### **Person Specification - Trustee**

*Shortlisting will be based on the criteria listed below. Applicants should therefore explain in their application how they think they meet the criteria using relevant examples from previous work experience and community/voluntary/leisure activities, as appropriate.*

Requirements:	Essential	Desirable	Assessment Method
<p><b>Knowledge and Experience (in one or more of the following areas):</b></p> <ul style="list-style-type: none"> <li>• Finance (at a senior management/director level)</li> <li>• Business Development</li> <li>• Property development and/or construction</li> <li>• Marketing/PR/Communications</li> <li>• IT/Systems</li> <li>• Care or health sector experience (including psychology/psychiatry)</li> <li>• Commissioning experience</li> <li>• Local government experience (including social work)</li> <li>• Charity sector experience</li> </ul> <p><b>Other Skills and Abilities:</b></p> <ul style="list-style-type: none"> <li>• A commitment to the charity and its business aims.</li> <li>• A commitment to devote the necessary time and effort.</li> <li>• Strategic vision.</li> <li>• Good, independent judgment and decision making skills.</li> <li>• An ability to think creatively.</li> <li>• An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.</li> <li>• An ability to work effectively as a team member.</li> <li>• A commitment to Freeways values.</li> </ul>		<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form &amp; Interview</p>