

Job Description

GOC Trustee/Board Member

Introduction

The Charities Act defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity. Within the Gay Outdoor Club, (GOC) they are known as the Board of Trustees.

1. Aim

Under the Charities law, the Board of Trustees holds the ultimate responsibility for directing the affairs of the Gay Outdoor Club and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up.

This document seeks to define the key responsibilities of the trustee/board member and provide clarity on the personal skill and experience required to successfully fulfil the role.

2. Associated Documents

This Job Description and person specification should be read alongside the Articles of Association.

3. All GOC trustees are required to:

- a. Ensure that the organisation pursues its stated charitable objectives as defined in the Articles of Association, by establishing a clear vision, set of values and strategy and ensuring that there is a common understanding of these by trustees and associated personnel.
- b. Ensure that operational plans and budgets support the vision and strategy.
- c. Ensure that the views of individual members are regularly sought and considered.
- d. Ensure there is a regular review of the external environment for changes that may affect the organisations financial, demographic and partnership alliances.
- e. Ensure that the organisation complies with the Articles of Association, Charity Law, Company Law and any other relevant legislation or regulations.
- f. Ensure that the organisation applies its resources exclusively in pursuance of its charitable objectives.
- g. Ensure that the organisation defines its goals and evaluates performance against agreed targets.
- h. Upholds the good name and values of the organisation.

- i. Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- j. Ensure the financial stability of the organisation.
- k. Give serious consideration to procuring external professional advice on any matter that presents a material risk to the charity that is beyond the established risk management process, or where the trustees could be perceived to be in breach of their duties.
- l. Ensure that major risks to the organisation are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.
- m. Ensure that the organisation has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objectives, and reflects the diversity of its stakeholders.
- n. Ensure that the board regularly reviews the governance structure and its own performance against an agreed programme.
- o. Ensure that the trustees have an agreed code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the principles stated therein.

4. Person Specification:

All Trustees must be able to demonstrate the following skills and values.

- a. A commitment to the organisation.
- b. A commitment to equal opportunities and the promotion of diversity.
- c. A willingness to devote the necessary time and effort.
- d. Strategic vision.
- e. Good, independent judgement.
- f. Ability to think creatively.
- g. A willingness to speak their mind.
- h. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- i. An ability to work effectively as a member of a team.
- j. An ability to challenge current thinking, the method of governance and management of the organisation in a constructive manner.
- k. An ability to evaluate and interpret management information and other data/evidence.

5. Specific Skills and experience:

- a. May have previously held the post of a trustee in another organisation.
- b. Must be able to attend board meetings.
- c. Must have an open, friendly and welcoming approach towards other trustees and the general membership and be able to work with other trustees to fulfil the aims and objectives of the Gay Outdoor Club.

6. Appointment and Resignation:

Trustees are usually elected each year at the AGM as per the Articles of Association. Although there is usually space on the board for members to be co-opted onto the board, these are generally used for securing individuals with

skills and experience in fields required at the time. All trustees' terms of office are for one year only and expire at the AGM. Existing trustees can offer themselves up for re-election each subsequent year, provided that they are sponsored as per the Articles of Association. Trustees may resign at any time.

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