

STUART LOW TRUST - TRUSTEE ROLE DESCRIPTION

Role Purpose: To further the organisation, keeping within its charitable objectives.

Main Tasks

1. To take part in formulating and regularly reviewing the strategic aims of the organisation.
2. With other trustees to ensure that the policy and practices of the organisation are in keeping with its aims.
3. With other trustees to ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.

Main Duties

1. Formulating strategic aims

- Consider the organisation as a whole and its beneficiaries, whether as a member of the trustees or any of its committees, sub-committees, groups etc.
- Reflect the organisation's mission and principles, strategy and major policies at all times.
- Contribute specific skills, interests and contacts and support the organisation in fundraising activities.

2. Ensuring policies and practices are in keeping with aims

- Follow the SLT Code of Conduct at all times, particularly when exercising the functions of the trustees, or any of its committees, sub-committees, groups.
- Attend meetings of the trustees.
- Reflect the trustees policies and concerns on all its committees, sub-committees, groups

3. Ensuring best practice

- Be an active member of the trustee body in exercising its responsibilities and functions.
- Maintain good relations with staff and volunteers.
- Take part in training sessions provided for the benefit of the trustees.
- Fulfil such other duties and assignments as may be required from time to time by the trustee body.

In addition to the duties of all Trustees, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues, to the area of the Charity's work in which the Trustee has special expertise.

Trustee person specification

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team