Role description: THRT trustee

Role title: Trustee of The Humane Research Trust CIO

Role purpose: To govern the charity and safeguard its assets.

To provide expert input to Board discussions and decisions.

To act as an ambassador for THRT.

Reports to: Chair of Trustees

Direct reports: None.

Term of office: Three years with the possibility of re-election for a further three years

Statutory duties

- Ensure that the charity complies with its constitution, charity law, company law and any other relevant legislation or regulations.
- Ensure that the charity pursues its objects as defined in its constitution.
- Ensure the organisation uses its resources exclusively in pursuance of its objects.
- Contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance.
- Safeguard the good name and values of the organisation.
- Ensure the effective and efficient administration of the organisation.
- Ensure the financial stability of the organisation.
- Protect and manage the property of the charity and to ensure its proper use for charitable purposes.
- Represent the organisation, its vision, and values as a spokesperson at events, meetings, or functions.

In addition to the above statutory duties, each trustee should employ any specific skills, knowledge or experience they hold to assist the board of trustees to reach sound and proper decisions. This will require trustees to:

- Read thoroughly and scrutinise **ALL board papers**.
- Lead and facilitate discussions where requested by the chair or vice-chair.
- Recognise and focus only on key issues germane to the successful and effective governance of THRT.
- Provide support, guidance and challenge on new initiatives or areas for improvement.
- Advise on issues in which the trustee has special knowledge, skills, or expertise.
- Participate in working groups and sub-committees outside of board meetings.
- Participate in an annual self-assessment of performance and contributions to the board over the previous twelve months.
- Provide confidential feedback annually to the vice-chair on the chair’s performance.

Person specification

Essential

- Understands and accepts the legal duties, responsibilities and liabilities of trusteeship and adheres to the published seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
- Commitment to the charity's objects, aims and values and willingness to dedicate time to deliver those responsibilities.
- Exceptional reasoning skills, political impartiality, and the ability to think strategically and creatively.
- Good communication and interpersonal skills with an irrefutable ability to respect the confidences of colleagues and staff.
- Capacity to balance diplomacy and working relationships with a willingness to challenge and constructively criticise.
- An inherent ability to welcome personal challenge and see this as a tool to improve personal performance and competence.

Desirable

- A background in one of: science; finance; operations; HR; or marketing/fundraising
- A wider involvement with the community and voluntary sector.

Time commitment and communications

- The Board holds four 4-hour Board meetings a year. Meetings are held in person at Brook House, with the possibility of joining via MS Teams for those trustees not based locally.
- The Board has four sub-committees that each meet up to four times a year via MS Teams. Trustees are required to join a minimum of one sub-committee as befits their interests and expertise and may be asked to chair a sub-committee.
- Trustees are expected to be moderately available, throughout the year, in relation to dealing with board matters and consequent follow-up actions. Contact is usually by email, WhatsApp or by telephone.
- Trustees are required to have a THRT email address. Access to board papers is via the charity's SharePoint. It is essential that trustees have good IT skills and maintain current versions of common software packages such as MS Office. Trustees will receive training in accessing the charity's SharePoint filing system as part of their induction and are required to undertake periodic cyber security training.

Location

- Board meetings are held at the organisation's premises: Brook House, Bramhall, or via Microsoft Teams

Document review

The Board of Trustees will review this role description every 3 years or sooner as required.

Revision History	Changes made	Document Review Date
Version 1: March 2022		
Version 2: May 2023		May 2026
Version 3: May 2026	None	May 2029