



Role Description - Trustee Board Member

Role:	Trustee Board Member
Subcommittee:	N/A
Accountable to:	Other Board Members
Role Type:	Volunteer
<u>Expected time commitment</u>	10-15 hours per month
<u>Term:</u>	3 month trial up to 6 years

Purpose:

The Trustees at EFT International provide strategic direction, leadership and oversight of the organisation's activities.

As a Trustee, you will have a key role in ensuring that the charity delivers its mission and objectives in a sustainable and effective way.

Responsibilities:

- Attend board meetings, and any additional ad-hoc meetings as required.
- Provide oversight and governance of the charity's activities.
- Support the charity's fundraising efforts and help to identify new funding opportunities.
- Actively contribute to the development of the charity's strategy and annual operating plan.
- Work with other trustees and volunteers to ensure the charity operates within its legal and regulatory framework.
- Use your skills and experience to provide advice and support to the charity's leadership team.
- Act as an ambassador for the charity, promoting its work to a wider audience and building strong relationships with stakeholders.
- Assist with recruitment and selection of senior volunteers as required.



Role Description - Trustee Board Member

Experience, Skills & Knowledge:

The ideal candidate will have the following attributes:

Criteria	Description	Essential Desirable
Experience	• Experience in a leadership role, with the ability to provide guidance, be diplomatic, and support volunteers. • Excellent communication and interpersonal skills, with the ability to build strong relationships with stakeholders and represent the charity effectively. • Experience working in the charity sector, with a good understanding of the challenges and opportunities facing small membership charities like EFT International. • Experience of working with volunteers or serving on a charity board.	E E D D
Skills	• Strong strategic thinking and decision-making skills. • Ability to maintain confidentiality. • Ability to work independently and collaboratively. • Ability to use Zoom and Google Suite. • Time-management skills. • A willingness to dedicate time and energy to the role, complete the induction training, attend monthly board meetings, and engage actively with the charity's activities. • Ability to interact with individuals from various and diverse backgrounds.	E E E D E E E
Knowledge	• A commitment to EFT International's mission and values. • Good understanding of governance, financial management and risk management principles. • Expertise in one or more of the following areas: marketing, legal, financial management, HR, event management, or governance.	E E D
Qualifications	• 18 years plus	E



Role Description - Trustee Board Member

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the role or the overall level of responsibility.

The role is voluntary, but travel and other reasonable expenses incurred in carrying out the role will be reimbursed. The Trustee will be expected to comply with the charity's policies, procedures and code of conduct.