

## **ROLE DESCRIPTION**

### **Trustee**

Our trustees play a vital role in making sure that the British Dyslexia Association (BDA) achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that the charity has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the Senior Management Team to enable the BDA to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

This is an exciting opportunity to contribute your skills and experience to a cause that matters, ensuring we stay true to our mission and achieve our goals.

#### **Key Responsibilities:**

- Always act in the best interests of the charity – you must not let your personal interests, views or prejudices affect your conduct as a trustee.
- Act reasonably and responsibly in all matters relating to the charity – act with as much care as if you were dealing with your own affairs, taking advice if you need it.
- Only use the charity's income and property for the purposes set out in its governing document.
- Comply with the charity's governing document and the law.
- Make decisions in line with good practice and the rules set by the charity's governing document, including excluding any trustee who has a conflict of interest from discussions or decision-making on the matter.
- Support and provide advice on the charity's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee the charity's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the charity.

- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve the charity's financial statements.
- Provide support and challenge to the CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in the charity's operating environment.
- Contribute to regular reviews of organisations own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Contribute to the broader promotion of the charity's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Participate in the appointment of the CEO and other senior staff, as appropriate.

### **What we are looking for:**

We are seeking individuals who bring enthusiasm, integrity, and dedication to the role, and who can contribute fresh perspectives to our Board.

We are especially interested in candidates with expertise in the following areas, and ideally, with prior Board experience:

- Dyslexia specialist within the field of education
- Special educational needs – research expertise
- Finance or technology

### **Personal skills and qualities:**

- A high level of understanding and interest in the issues the charity seeks to address/represent.
- A desire to implement the highest standards of governance.
- Willingness and ability to understand and accept their responsibilities and liabilities as a trustee and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for the organisation's vision and mission.
- Willingness to lead according to the organisation's values.

### **What's in it for you:**

As a Trustee, you will have the chance to:

- **Make a difference:** impacting the lives of those we support and contribute to a cause you care about.
- **Develop your skills:** gain valuable experience.
- **Network:** connect with like-minded individuals and expand your professional network.
- **Personal fulfilment:** experience the satisfaction of giving back and contributing to something meaningful.

### **Terms of office:**

- Trustees are appointed for 3 years each, for 2 terms.
- This is a voluntary position, but reasonable expenses are reimbursed.

### **Time commitment:**

An average of 8-12 days per year comprising of: one or two away days; quarterly, in-person Board meetings (half a day each – can be remote if necessary but in-person preferred); quarterly committee meetings of 2 hours each; attendance at events and training; and expert advice on projects as appropriate from time to time. Flexibility is key, and we understand the need to balance this role with other commitments.

### **Equal Opportunities**

The BDA are committed to creating a diverse and inclusive workplace. We welcome applications from all individuals and believe that diverse perspectives strengthen our team and help us achieve our mission.