

Nonspecific trustee criteria (all trustees must meet this criteria)

- 1) Ability to understand how the charity works in the public interest and ensure that all activities the charity carries out always fulfil this requirement. Bringing in to question any activities that may not fall within the charity's public interest obligation, to the other trustees.
- 2) Agree with and agree to always work within the charity's governing document and within the law. Making sure that the charity always operates within the governing document and within the law.
- 3) Act within the charity's best interests by agreement within the other trustees on the board and following all trustee processes including decision making and voting. Avoid conflicts of interest with the operation of the charity and bring any potential conflicts of interest, to the attention of the trustee board as soon as possible.
- 4) Manage the charity's resources responsibly, including ensuring the charity's assets are used for the charity's purpose, not take any inappropriate risks, do not over commit to the charity, taking special care when investing or barrowing and ensure the charity complies with any funding restrictions.
- 5) Always act with reasonable care and skill.
- 6) Ensure that the charity is always accountable, ensure that the charity is able to demonstrate it is compliant in law, well run and effective. Where responsibility has been delegated, trustees must ensure that the charity still remains accountable.
- 7) Must not be an undischarged bankrupt or be in an IVA.
- 8) Must not have any unspent convictions or be on the sex offenders register.
- 9) Must not be banned from being a company director or trustee.

All trustees will be required to attend 1 full board meeting every quarter which may be in person or over online video calling.

1 additional meeting annually that will also be at the same time as the annual general meeting must be attended.

There may be further meetings if you are on other committees or are voted on to the executive board of trustees (this is not mandatory and is a further voluntary commitment that you can nominate yourself for election).

Criteria specific to this trustee role (Operational Trustee)

Skills

- 1) Problem solving
- 2) Project planning
- 3) Understanding of budgeting/financial procedures (basic business understanding)
- 4) Ability to see where change can be made and confidently communicate this through a preferred communication method that achieves the best understanding of the wider trustee board.
- 5) Ability to question why something is done a certain way and work with others to find more effective solutions when needed, guiding where necessary.
- 6) Analytical skills

Knowledge

- 1) An overarching understanding of charity operations across multiple departments
- 2) Able to see links between departments and how they can best work together for the best of the charity.
- 3) Able to see ways that both the services side and all other areas of the charity can work collaboratively to align with the charity aims and goals
- 4) A personal or professional understanding of neurodivergence or willing to learn this through lived experience of others.

Experience

- 1) Have worked in or currently worked within a charity, in a role that is operational with a good understanding of multiple departments, this does not mean that you must have worked in multiple departments but maybe have worked with multiple departments in a way that allowed objective understanding of how those departments operate.
- 2) At least a basic IT knowledge is essential for this role (Microsoft Office Apps)
- 3) Budget management experience would be beneficial but not essential.
- 4) People management experience would be beneficial but not essential.
- 5) Project management experience would be beneficial but not essential.

Living Reasons – Trustee Role Profile (Operational)

Responsibilities

Oversight of the strategic plan for the charity, analysis of progress and feedback to involved parties to ensure that all departments are always working together effectively and within the charity's aims and goals as well as within the law.

Commitment

4 full board meetings held every quarter and 1 annual meeting which will also include the annual general meeting.

This role will include some hands-on work as the charity is formed and through the first 2 years of operation and will need something in the region of 10 hours per week of additional commitment for this time period. This should reduce as the charity grows but we always encourage trustees to be as involved as possible and stay involved in the charity as much as they would like. As this role will be very much looking at strategy, it will have plenty of opportunity to stay involved after the initial startup stages.

Expected outcome for the charity

This trustee role is a strategic role and will oversee projects and ensure that departments align as the charity grows. This role will be one that the person will enjoy and thrive on working on multiple projects at the same time but is not necessarily involved in the tasks of the project with planning, delegation, analysis and feedback being the most important aspects of the day-to-day interaction with the charity, as well as the basic requirements for all trustees.