



# TRUSTEES – ROLE DESCRIPTION

## (FUNDRAISING TRUSTEE AND COMMUNITY DEVELOPMENT TRUSTEE)

Welcome to the founding stage of "believe-IN Educational Services for Change and Growth in Adulthood, SCIO"! We are in the process of establishing a passionate and dedicated charity organisation with a mission to inspire humanity through education for change and growth, in adulthood. Our vision is to create a world where everyone believes in themselves and can make the life they wish and deserve happen, guided by the principles of self-efficacy. We are actively seeking individuals interested in becoming Trustees to help shape the future of believe-IN and contribute to the establishment and development of our organisation.

You will work closely to believe-IN's Founder to make their vision happen. As a trustee in this stage, you would be instrumental in the legal creation of the charity and have a significant role in implementing its vision, mission, and values, as well as its strategic direction. Your passion and expertise will be crucial in laying the grounds for believe-IN's success.

### **About believe-IN**

At believe-IN, we aspire to serve as the facilitators of change for individuals and organisations in transitions. Our mission is to provide lifelong educational services that empower adults to manage life changes and transitions effectively, fostering growth and preventing psychological declines (that directly impact mental health and wellbeing). We operate with a humanistic approach, nurturing people and organisations based on the principles of human potential. Our values of Knowledge, Education, Leadership, Integrity, and Courage guide us in our pursuit of creating exceptional life outcomes for all.

We have an exciting and novel *one-stop-shop concept* that offers a variety of educational and training programs, activities, and initiatives designed to help individuals develop essential life skills, and improve their personal development, and enhance their overall well-being during critical life changes.

### **Our Social impact**

At believe-IN we take inspiration from the principles of lifespan developmental psychology and human rights. We understand the unique journey of adulthood and believe that individuals, regardless of their backgrounds, can flourish when equipped with essential life skills and personal development opportunities. Our commitment to providing a holistic and inclusive platform stems from the belief that every person, connected through the thread of humanity, can lead a more fulfilling life. We aspire to create a brighter, more empowered future, one where personal growth, skill development, and well-being are accessible to all, fostering a more harmonious and equitable society for everyone.

believe-IN is dedicated to creating a meaningful and far-reaching social impact by focusing on several key principles:

1. **Life Skills for Managing Life Changes and Transitions:** Our core mission revolves around equipping individuals with the life skills needed to manage life changes and transitions successfully. We recognise that these critical moments can have a profound impact on mental health and overall well-being. By providing evidence-based education and support, we aim to prevent the decline of mental health and foster a sense of well-being within our community.
2. **Improved Well-Being and Mental Health:** The community at large benefits from our proactive approach to life skills education. Our emphasis on effective communication, goal setting, feeling and thinking, and self-improvement empowers individuals to navigate life's challenges with resilience and confidence. As a result, we contribute to an improved sense of well-being and mental health within our community. By addressing these key aspects of life, we pave the way for better life outcomes and a more harmonious society.
3. **Inclusivity and Non-Discrimination:** We are resolute in our commitment to inclusivity, ensuring that the benefits of our programs and services are accessible to all individuals in adulthood, without any form of distinction or bias. We believe in upholding the principles outlined in the Declaration of Human Rights, acknowledging that every person, regardless of their race, colour, sex, language, religion, political opinion, national origin, or any other status, deserves equal access to personal development and well-being resources.

### **The Trustee role**

Trustees are key decision-makers, responsible for supporting the organisation's direction, values, and governance structure. Your dedication and leadership will be essential in shaping believe-IN's future.

As well as fulfilling the duties of a Trustee, the trustee maintains an overview of [to become] believe-IN Educational Services for Change and Growth in Adulthood, SCIO's financial affairs. The Trustee ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation.

Our trustees play a vital role in making sure that believe-IN Educational Services for Change and Growth in Adulthood, SCIO achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that believe-IN Educational Services for Change and Growth in Adulthood, SCIO has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable believe-IN Educational Services for Change and Growth in Adulthood, SCIO to grow and thrive, and through this, achieve our mission to provide lifelong educational services that empower adults to manage life changes and transitions effectively, fostering growth and preventing psychological declines (that directly affect mental health and wellbeing).

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

### **Duties:**

- Support and provide advice on believe-IN Educational Services for Change and Growth in Adulthood, SCIO's purpose, vision, goals and activities.

- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee believe-IN Educational Services for Change and Growth in Adulthood, SCIO's financial plans, fundraising strategy and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve believe-IN Educational Services for Change and Growth in Adulthood, SCIO's financial statements.
- Provide support and challenge to believe-IN Educational Services for Change and Growth in Adulthood, SCIO's chairperson in the exercise of their delegated authority and affairs.
- Keep abreast of changes in believe-IN Educational Services for Change and Growth in Adulthood, SCIO's operating environment.
- Contribute to regular reviews of believe-IN Educational Services for Change and Growth in Adulthood, SCIO's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions and brainstorming.
- Use independent judgment, acting legally and in good faith to promote and protect believe-IN Educational Services for Change and Growth in Adulthood, SCIO's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of believe-IN Educational Services for Change and Growth in Adulthood, SCIO's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

[As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.]

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

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

- 1) Fundraising professional
  - 2) Community Development professional
- A knowledge of charity fundraising and Community Development is an advantage. Otherwise an enthusiasm to learn, drawing from sound commercial experience and an understanding of SMEs.
  - A strategic thinker with an ability to balance risk and opportunity.
  - Management, fundraising, community development academic background essential.

[You need previous governance experience – as a newly formed SCIO we would benefit from prior knowledge.]

### **Personal skills and qualities**

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Effective 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 discussions and brainstorming.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values, Knowledge, Education, Leadership, Integrity, and Courage.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### ***Terms of appointment***

#### **Terms of office**

- Trustees are appointed for a 3-year term of office, renewal for 1 further terms to a maximum of 1 year.
- This is a voluntary position, but reasonable expenses will be reimbursed, when approved in advanced.

#### **Time Commitment** (Estimated at 15+ hours per month)

- Attending 4 Board meetings annually. Meetings are held remotely or in person.
- Monthly scheduled meeting with the chairperson with flexibility to respond swiftly to the occasional ad hoc issue.
- Attending to annual strategy / training sessions.

Trustees have legal responsibilities under charity law.

More on these legal responsibilities can be found by following this link: <http://www.oscr.org.uk/media/1577/guidance-for-charity-trustees.pdf> the relevant information is on page 3.