



## **Trustee Role Description**

Trustees play a vital role in making sure that Smallshaw-Hurst Children's Community achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Smallshaw-Hurst Children's Community has a clear strategy and that our work and goals are in line with our vision, of empowering every child, young person and family in Smallshaw-Hurst to fulfil their potential. Just as important, they support and challenge the executive team to enable Smallshaw-Hurst Children's Community to grow and thrive, and through this, bring about systems change. This means we collaborate with communities and partners to reshapes structures, policies relationships and mindsets. By working together, we pave the way for equitable opportunities and enable all children to become the very best versions of themselves.

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 Smallshaw-Hurst Children's Community purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee Smallshaw-Hurst Children's Community financial plans 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 Smallshaw-Hurst Children's Community financial statements.
- Provide support and challenge to Smallshaw-Hurst Children's Community Executive Lead in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Smallshaw-Hurst Children's Community operating environment.

- Contribute to regular reviews of Smallshaw-Hurst Children's Community own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Smallshaw-Hurst Children's Community interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Smallshaw-Hurst Children's Community 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.

You do not need previous governance experience – we will provide a full induction and training.

### **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.
- 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 our vision and mission.
- Willingness to lead according to our values,
- 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 4 years term of office, renewal for this is not stipulated .
- This is a voluntary position, but reasonable expenses are reimbursed.

**Time commitment**

- Attending 8 Board meetings annually. Currently meetings are held remotely and in person
- Attending 1 all day annual strategy and training days.

**Committee membership**

Ad hoc and occasional support through working groups and / or support to the executive team.

May 2024