



## Trustee Job Description Role Profile

<b>Job Title:</b>	Member of Board of Trustees
<b>Reports to:</b>	Chair of the Board of Trustees
<b>Location:</b>	Devon Communities Together Office, 73 & 74 Basepoint Business Centre, Exeter, EX2 8LB

### Job Purpose:

To play an active role on the Board of Trustees ensuring that Devon Communities Together is fulfilling its charitable purpose for the public benefit and that the charity is meeting all of its statutory responsibilities, is well managed and financially secure.

**Term in Office:** Three years initially and up to a maximum of six years

**Commitment:** To attend the quarterly meetings of the Board and to sit on one of the two Board sub-committees; Finance & Personnel (F&P) or Enterprise, Marketing & Communications (EMC). To attend the Annual General Meeting and the Board annual strategic planning day. From time to time Board members are invited to represent the organisation on working groups, at external meetings and events.

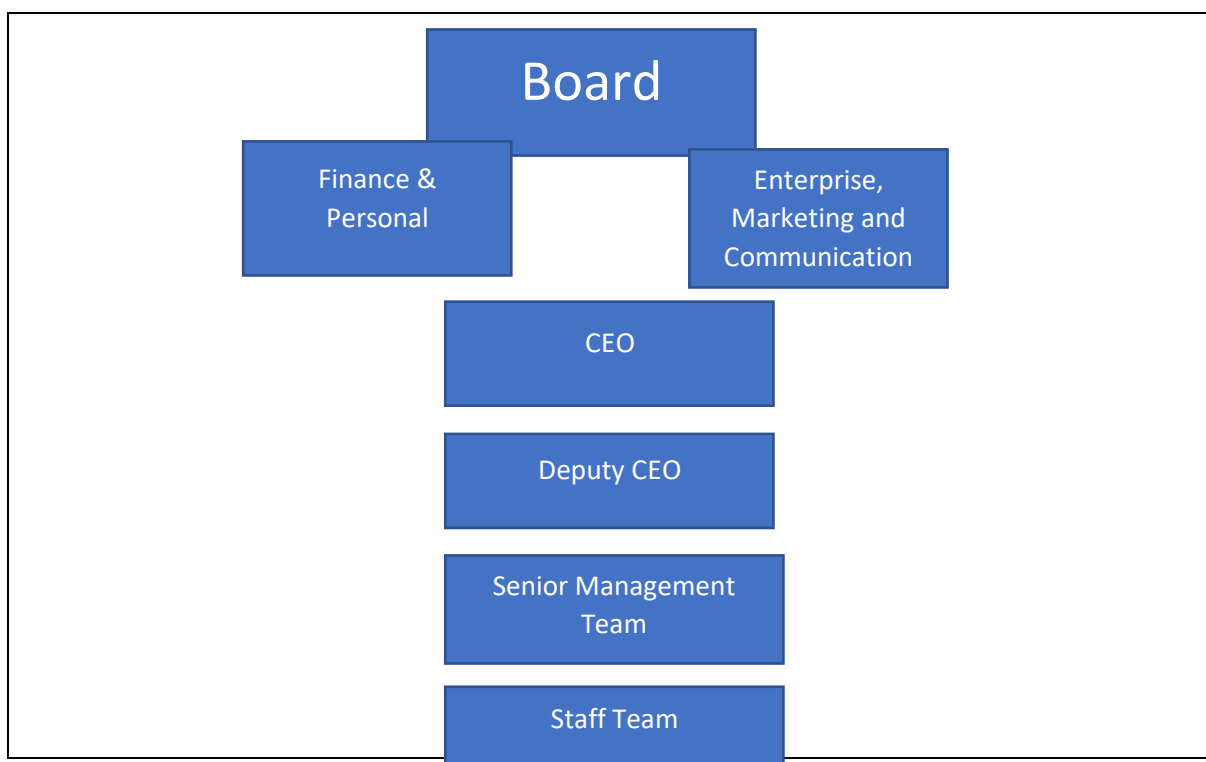
**Remuneration:** This is an unpaid role. All reasonable out of pocket expenses including travel, properly incurred in carrying out the role of a trustee, as agreed by the Board and in accordance with current DCT Financial Regulations, will be reimbursed as laid down in the DCT Volunteer Expenses Policy.

### Principle Duties and Responsibilities:

1. To ensure DCT complies with governance requirements, charity and company law and any other relevant legislation or regulations whilst ensuring DCT applies its resources exclusively in pursuance of its charitable objectives.
2. To ensure the financial stability of DCT including protecting and managing the assets of the organisation and the proper investment of DCT's funds.

3. To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
4. To safeguard DCT's reputation, mission, vision and values and to declare any conflict of interest whilst carrying out the duties of a trustee.
5. To oversee the effective and efficient administration of the organisation. To appoint and support the Chief Executive and to hold her to account for the performance of DCT.
6. From time to time to represent the organisation at functions and meetings as appropriate
7. In addition to the above statutory duties each trustee should use any specific knowledge or experience that they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of the organisation's work in which the trustee has special expertise. From time to time trustees may be asked to participate in other tasks, such as interviewing new staff, joining a working group or helping with fundraising.

### Structure Chart:



## Person Specification:

### Skills, Attributes, Knowledge and Experience required of a DCT Board Member

#### Skills and attributes

<p>To work as an effective board, all our members must:</p> <ul style="list-style-type: none"><li>• Subscribe to the vision, mission and values of the organisation</li><li>• Have the time to read and respond to board papers, and attend board and other meetings or events</li><li>• Be willing to develop new areas of knowledge or skills</li><li>• Be able to understand board papers and discussions, with the confidence to ask questions where they don't</li><li>• Be able to listen to other members, take part in reasoned debate, and aim where possible for consensus decision making</li><li>• Be able to offer positive feedback and constructive challenge to senior staff.</li></ul>	<p>It would also be useful if some members can:</p> <ul style="list-style-type: none"><li>• Speak in public with confidence</li><li>• Chair internal or external meetings with confidence</li><li>• Make and maintain external links</li><li>• Appear on local media with confidence</li></ul>
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#### Knowledge and experience

<p>The board as a whole (i.e. not each member) must have knowledge and experience of:</p> <ul style="list-style-type: none"><li>• Developing organisational strategies</li><li>• Business development</li><li>• Project Management</li><li>• Financial management, accounts and investments</li><li>• Risk assessment and management</li><li>• Human Resources</li><li>• Being part of a community or neighbourhood organisation</li><li>• Delivering or receiving services from voluntary organisations</li></ul>	<p>It would also be helpful if some individual members have specialist knowledge and experience of:</p> <ul style="list-style-type: none"><li>• Charity and company law</li><li>• Employment Law</li><li>• Procurement</li><li>• Communications and marketing</li><li>• Equalities, Diversity &amp; Inclusion</li><li>• Rural Housing</li><li>• Community Health &amp; Wellbeing</li><li>• Impact Evaluation</li><li>• Quality Standards</li><li>• Data Management</li><li>• Charity Fundraising</li><li>• Policy/ Procurement at national or local government level</li></ul>
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| <ul style="list-style-type: none"><li>• Rural services and activities</li><li>• Setting up and/or running a small business or social enterprise</li><li>• Working for, or being a representative on county, district or parish council</li><li>• Property and Construction Law/Estates Management</li></ul> |  |
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