

SAIA Trustee Role Description and Person Specification

Role description - *the roles, responsibilities and tasks which trustees are expected to carry out.*

A Trustee Board Member will be expected to perform a number of tasks. These fall into two main groups: Tasks to fulfil legal duties and managerial tasks

Tasks to fulfil legal duties

- To ensure that the organisation pursues its objects as set out in the constitution.
- To have read and understood the constitution.
- To act at all times in the interests of the beneficiaries, which are its members.
- To understand the legal responsibilities of the board of trustees.
- To make sure that the organisation acts within the law: as an employer, in respect of equal opportunities, meeting health and safety requirements, as a company and so on.
- To ensure that all money and assets are prudently managed and used in pursuit of the objects of the organisation.
- To make sure that money is spent for the purposes for which it was given.
- To ensure that the organisation accounts for its activities to its funders, its members, the local community and others as required.
- To work jointly with the other trustees.
- To ensure that the organisation manages its affairs reasonably and properly.
- To work in the interests of the organisation, and not for personal gain.
- To ensure that the Board takes proper professional advice on matters in which it does not have competence.

Managerial Tasks (As part of the Trustee Group)

Vision and direction

- To understand and be committed to the mission of SAIA. To ensure that the organisation pursues its mission.

Financial duties

- To read and understand the financial information about SAIA and to ensure the finances are sound and properly managed.
- To ensure that resources are used efficiently and economically.

As an employer

- To ensure that the organisation is a good employer of its paid and voluntary staff.
- To appoint the Development Manager or similar executive position, and usually to be involved with the appointment of other staff.
- To supervise and support the Development Manager or similar executive position (the Chairperson normally takes on this role) and ensure other staff and volunteers are properly supervised.

Evaluation

- To monitor and evaluate the work of the organisation on a regular basis. This includes receiving reports from staff, staff supervision and receiving feedback from members.

Insurance

- To make sure that SAIA is properly insured against all reasonable liabilities.

Assets

- To make sure that any premises and equipment are properly looked after.
- To ensure that any investments and cash balances are managed properly.

To be effective

- To work with the other members of the board to form an effective governing body for the organisation.
- To attend meetings and to read papers in advance of meetings.
- To attend sub-committee meetings as appropriate.
- To participate in other tasks as arise from time to time, such as: interviewing new staff, helping with appeals and fundraising.
- To keep informed about the activities of the organisation and wider issues, which affect its work.
- To ensure that the organisation is effectively managed and gets its work done.

Person specification

Person specification - *the skills, experience and qualities that are expected from Trustee Board Members*

1. A commitment to SAIA's Aims and Objectives
2. A willingness to devote the necessary time and effort
3. Strategic vision
4. Good, independent judgement
5. An ability to think creatively
6. A willingness to speak your mind
7. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
8. An ability to work effectively as a member of a team
9. Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
10. A willingness to be available for advice and enquiries on an ad hoc basis.