



Role Description

Role Title: Trustee and Board Director

Term of Office: Trustees are either elected by the membership of Community First at the AGM or Co-opted by the Board during the year. Elected trustees are usually appointed for an initial term of three years, with the option to stand for additional three year terms thereafter. Co-opted trustees are appointed for up to one year. Co-opted trustees may stand for election as an elected trustee at the AGM or continue as a Co-opted Trustee if reappointed by the Board.

Main Functions:

- To serve as a Trustee of Community First and attend meetings of the Board, its sub-committees and internal panels and the Annual General Meeting.
- To represent and promote the work of Community First
- To use any specific skills, knowledge, expertise or experience to assist the Board in achieving sound decisions. This will necessitate:
 - reading and scrutinizing Board documents and papers.
 - leading or participating in discussions, focusing on key issues, providing advice and guidance (based on individual specific expertise) on new initiatives and other issues.

General Responsibilities of the Board of Trustees

In collaboration with the other members of the Board:

- To ensure that Community First complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that Community First pursues its objects as defined in its governing document.

- To act at all times in the interest of Community First and not for personal interest.
- To ensure that Community First uses its resources exclusively in pursuance of its objects.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To adhere to the principles of collective responsibility and act in accordance with and implement the decisions agreed by the Board.
- To safeguard the good name and values of Community First.
- To represent and report back to the Board when serving on other bodies on behalf of Community First.
- To ensure the effective and efficient administration of Community First.
- To ensure the financial stability of Community First and to ensure that it is properly insured against reasonable liabilities.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To appoint the chief executive officer and monitor his/her performance and to ensure that all staff and volunteers are appropriately appointed, trained supported and supervised.
- To ensure that the Board of Trustees takes proper professional advice on all matters in which it does not have full competence.

**Trustee and Board Director
Person Specification**

Attribute	Essential	Desirable
Know How and Skills	<ul style="list-style-type: none"> - Commitment to and an understanding of the values, role, function and work of Community First - An understanding of the role and function of the voluntary and community sector in Herefordshire and Worcestershire - Specific expertise relevant to Community First activities 	<ul style="list-style-type: none"> - Senior or strategic management experience - Networking and relationship building at a strategic level - Community Participation and development, training or organisational development - Developing and delivering services - Experience of Human Resource management, marketing or promotion
Problem Solving	<ul style="list-style-type: none"> - Strategic vision - Good, independent judgement 	
Accountability	<ul style="list-style-type: none"> - An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and of a charitable company such as Community First 	<ul style="list-style-type: none"> - Some wider involvement with the VCS and other local, regional or national networks - Understanding of governance arrangements in the voluntary or community sector
Any other factors	<ul style="list-style-type: none"> - Willingness and ability to devote the necessary time and effort to the duties of a trustee of Community First - A commitment to performance, assessment and accreditation - A willingness to speak ones mind and accept collective decision making - Ability to work effectively as a member of a team - A commitment to equal opportunities - A willingness to embrace Nolan's seven principles of public life: <ul style="list-style-type: none"> • Selflessness • Integrity • Objectivity • Accountability • Openness • Honesty • Leadership 	<ul style="list-style-type: none"> - Ability to think creatively - A willingness to undertake training and development