

## **JOB DESCRIPTION FOR GREEN CORRIDOR TRUSTEES**

### **The Role of Trustees**

Trustees take ultimate responsibility for the work that the organisation does, and the way in which it spends money given by donors, to achieve its aims. It is a big responsibility, focussing on the strategic direction of the organisation, agreeing plans and budgets, and holding the CEO to account for the delivery of the plans.

It has a legal dimension too, with Trustees legally responsible for ensuring that the organisation operates to standards set by parliament and the Charity Commission.

### **Commitment**

It is a task that takes time to do properly; we estimate the equivalent of at least one day a month.

The full Trustee Board meets every three months; there may be sub committees, with authority delegated to them by the Trustee Board, meeting at other intervals; and staff may seek to consult with you on your particular expertise. You may be asked to represent the Charity at outside meetings with potential funders or influencers, attend our programme launches, or work alongside staff at events and receptions.

### **Key Responsibilities**

With other Trustees to drive the strategic development and direction of Green Corridor for current and future beneficiaries by

- Ensuring that the Charity has a clear vision, mission and strategic direction, and is focused on achieving these
- Being responsible for the performance of the Charity and for its 'corporate' behaviour
- Ensuring that the Charity complies with all legal and regulatory requirements
- Acting as guardians of the Charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application
- Ensuring that the Charity's governance is of the highest possible standard
- To work in partnership with other trustees, the CEO and other senior staff

## **Duties**

1. To agree the vision, mission and strategic plan for the Charity
2. To ensure that the operational plan and budget reflect the agreed strategic direction and are appropriate
3. To agree the measures for objectively monitoring the progress of the charity towards its strategic goals
4. To monitor the achievement of the Charity against the key measures from the operational plan and budget
5. To hold the CEO accountable for the achievement of the organisations goals, and provide them with regular, constructive feedback on both management and overall achievement
6. To appoint the CEO, to set their terms and conditions and to ensure that the organisation and the appointee invests in on-going professional development, and considers succession planning
7. To agree the Charity's policies and ensure that they will assist in the achievement of the strategic and operational plans
8. To ensure that the Charity has satisfactory financial control systems and procedures, and to review the level of risk annually
9. To safeguard the Charity's reputation, and other intangible assets
10. To reflect annually on the Board's performance and your own performance as a trustee.

## **Tasks**

1. To participate in the annual strategic planning workshop
2. To attend quarterly trustee meetings, read relevant papers and be prepared to make a contribution
3. To support the staff when requested, sharing expertise, as a member of a working group or in other appropriate ways
4. To be prepared to act as a spokesperson for the Charity when asked by the Executive Director, and to work within an agreed brief
5. To attend events, to network and promote the work of the organisation
6. To assist with fundraising by speaking, networking and otherwise seeking donations in conjunction with staff and volunteers as appropriate