

Trustee Role Description

Introduction

The role of a Trustee is determined largely by the requirements of Charity and Company law. In order to carry out the duties and responsibilities contained in this legislation a Trustee needs to understand what the organisation aims to do and why, and be able to offer sufficient time to achieving them. Trustees are accountable to the membership of the Trust, and more generally to the Charity Commission and the wider public in the community Wesport serves.

Wesport Non-Executive Independent Trustee Role

As a Wesport Trustee you will be individually and collectively responsible (as part of the Trust Board), in a non-executive capacity for the overall governance and strategic direction of Wesport. You will develop the Trust's aims, objectives and goals in accordance with the Articles, Memorandum of Association and other regulatory and legal guidelines.

Main responsibilities

- To determine the overall direction and development of Wesport through good governance
- To ensure that the policies of, and delivery by, the Trust match its Charitable objectives.
- To ensure the Trust has a clear purpose, vision and strategic direction, and is focused on achieving these
- To safeguard the Trust's good name and values
- To further the strategic objectives of Wesport, acting in the best interests of the Trust at all times and supporting its development through participation in agreed projects
- To act as a guardian of the Trust's assets, both tangible and intangible, taking all due care over their security, deployment and proper application
- To ensure that the Trust's governance is of the highest possible standard
- To work in partnership with other Trustees, the Chief Executive and other senior staff
- To advocate for and represent Wesport positively at meetings, events or conferences.

Main Duties

- To work with the senior team of the Trust to develop the future direction, including contributing to setting policy and strategic direction, the annual work plan, defining goals, setting targets and evaluating performance
- To oversee sound financial management of the Trust's resources, ensuring expenditure is in line with objectives and that investment activities meet accepted standards and policies
- To monitor the actions of Wesport staff and to support them in the achievement of their work objectives
- To consider any other matters that affect the work, performance and standing of Wesport
- To hold the Chief Executive accountable for the achievement of the organisation's objectives, and provide them with regular, constructive feedback on both management and overall achievement
- To support any actions required in order to achieve and maintain an appropriate level of diversity within the Trust Board and Senior Leadership of the Trust, as per the Board Diversity Action Plan & the Equality Policy of the Trust

Occasional Duties

- To appoint the Chief Executive, to set their terms and conditions and to ensure that Wesport and the appointee invests in ongoing professional development, and considers effective succession planning
- To reflect annually on the Trust Board's performance and your own performance as a Trustee.

- To support the staff when requested, sharing expertise, as a member of a working group or in other appropriate ways
- To be prepared to act as a spokesperson when asked by the Chief Executive, working within an agreed brief, and to attend events as an ambassador for Wesport, to network and promote the work of the organisation
- To assist with fundraising by speaking, networking and otherwise seeking donations and other funding opportunities in conjunction with staff and volunteers as appropriate

Board Responsibilities

- To attend **all** meetings of the full Trust Board, which are held at least four times each year, preparing for, and taking a full part in meetings. This will require the use of a Trustee's specific skills, knowledge and experience to:
 - Scrutinise Trust Board papers
 - Lead discussions
 - Identify and focus on key issues
 - Provide guidance on new initiatives and other issues in which the Trustee has special expertise
- To serve, at the request of the Trust Board (and by agreement) on Committees and Panels of the Trust as they develop / are required
- To serve, at the request of the Trust Board (and by agreement), as a Portfolio Holder for a specific area of the Trust (e.g. Finance / Safeguarding / Equality / Risk etc)
- To maintain absolute confidentiality of sensitive / confidential information received in the course of the Trustee's responsibilities to Wesport
- To act in the best interest of Wesport at all times

Term of Office: 3 years (renewable a maximum of 2 times, so a total of 9 years of service). This is subject to approval from the Board of Trustees.

A person specification is included on the next page.

Person Specification

Wesport is seeking new non-executive independent² Trustees with skills, knowledge and experience that will add to the expertise of the existing Trust Board.

The following core areas are sought as **essential**:

Knowledge & Experience

- Leadership/resource/people management, **or**
- Leading Strategic planning from a senior management role, **and**
- Knowledge of the West of England within own industry sector

Skills

- Ability to communicate effectively both orally and in writing at all levels
- Able to think objectively and make sound, independent judgements

Personal Qualities

- Commitment to the organisation and alignment with its purpose and vision
- An understanding of equity, safeguarding, and inclusion
- Willingness and ability to devote the necessary time and effort to the work of Wesport
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Ability to work effectively as a member of a team
- Ability to offer strong support to staff, while standing back from everyday activities.
- A positive & proactive approach to the role

In addition to the above, the following areas have been identified as **desirable** areas of expertise we are particularly interested in recruiting to our Trust Board:

- Finance / accountancy
- Fundraising (charitable, commercial and / or grants)
- Marketing / Public relations / social media
- Legal
- Health and / or social care
- Human Resources
- Education
- Sports background (elite, volunteer and / or coaching)
- Experience of working with traditionally "hard to reach" groups
- Community development
- Personal development
- Public sector knowledge / engagement

Applicants with broad experience across a number of the above areas, or with a high level of specialist knowledge in the key areas of finance, marketing, health, legal or sport at policy making / elite level will be considered.

As part of the appointment process, all Trustees are asked to sign a Wesport Trustee Code of Conduct, as well as a Declaration of Good Character.

² Independent as per the Sport England A Code For Sports Governance definition: "a person is independent if they are free from any close connection to the organisation and if, from the perspective of an objective outsider, they would be viewed as independent. A person may still be deemed to be 'independent' even if they are a member of the organisation and/or play the sport. Examples of a 'close connection' include:

(A) they are or have within the last four years been actively involved in the organisation's affairs, e.g. as a representative of a specific interest group within the organisation such as a sporting discipline, a region or a home country;

(B) they are or have within the last four years been an employee of the organisation; or

(C) they have close family ties with any of the organisation's directors or senior employees"