

Trustee – Role Description

Our trustees play a vital role in making sure that Advocates and Angels achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Advocates and Angels has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable Advocates and Angels to grow and thrive, and through this, [achieve our mission].

Board members have a collective responsibility. This means that as trustees we always act as a group and not as individuals.

Duties:

- Support and provide advice on Advocates and Angel's purpose, vision, goals, and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee Advocates and Angels's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored, and controlled effectively.
- Review and approve Advocates and Angel's financial statements.
- Provide support and challenge to Advocates and Angel's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Advocates and Angels' operating environment.
- Contribute to regular reviews of Advocates and Angels' own governance.
- Attend Board meetings, adequately prepared to contribute to discussions. 4 meetings a year minimum
- Use independent judgment, acting legally and in good faith to promote and protect Advocates and Angels' interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of Advocates and Angels' objects, aims and reputation by applying your skills, expertise, knowledge, and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board. Personality and being keen to collaborate within the charity as well as with other groups, charities and individuals is important, whilst keeping our core beliefs and ethos at the centre of everything you do for us.

[You do not need previous governance experience – we will provide a full induction and training.]

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion. Being honest with limitations and expectations.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values [charity values].
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Keen eye for detail – ensuring the quality of the Advocates and Angels Brand is upheld.
- Being respectful of activities the charity is carrying out and maintaining confidentiality.
- Basic working understanding of Zoom, Microsoft Outlook, Microsoft Excel

Terms of appointment

Terms of office

- Trustees are appointed for a 3-year term of office. This is subject to compliance with behavioural, security and Data Protection protocols as laid out in the Trustee Policy.
- This is a voluntary position, but reasonable expenses are reimbursed. Details will be available in the Trustee Policy

Time commitment

- Attending 3 Board meetings and 1 AGM annually. Currently meetings are held remotely and in person at a venue convenient for all members and scheduled ahead of time
- Attending an induction day at the Charity office in Swansea and 1 day a month taking part in a volunteering activity, so you have a better understanding of the day to day running of the charity.
- Taking time to read all policies, the Charity Constitution and Trustee induction documentation, so you have full understanding of Advocates and Angels Mission and Values. (If there are any questions or doubts, we ask that you mention this with the CEO straight away)

Any other commitment

We would love for you to be a supporter of the charity through your own networks.

Additional volunteering days are always welcome, but we would hate for this to be at the expense of your own families, and we strive at Advocates and Angels for a healthy charity work/life balance!