**About The Charity**

*History of the charity: the idea, how the charity has developed, when it was registered.*

*The provision that the charity offers.*

*Who the charity aims to help (beneficiaries)*

*Any acknowledgements, achievements, successes the charity has had.*

*The amount of people the charity supports.*

*Charitable objectives*

**Trustee Role Profile:**

*Remuneration (any money paid for service):*

*Time commitment: e.g. meetings quarterly plus time to prepare for meetings*

*Reporting to:*

*Term:*

*Brief description of the role of a trustee/board member within this charity.*

**Summary of main responsibilities alongside other trustees:**

*e.g.*

* *To contribute actively to the board of trustees, setting overall policy, defining goals, evaluating organisational performance*
* *To ensure that [insert charity name] complies with its governing document, charity law and any other relevant legislation or regulations.*
* *To ensure accountability to funders and stakeholders for the organisation’s performance*
* *To ensure the long-term financial sustainability of [insert charity name]*
* *Being actively involved in decision-making*
* *Acting as an advocate for [insert charity name] – building and maintaining links outside the organisation.*
* *Engaging willingly and actively with employees, events, audiences.*

**Becoming a trustee**

*We advise you research and read the Charity Commission and GOV.UK publications about becoming a trustee – especially The Essential Trustee document. Our Board of Trustees is currently made up of professional persons/public sector staff/charity sector staff who offer a wide range of experience and skills and take their responsibility seriously. We actively welcome people who can enrich the diversity and inclusivity of the board.*

**Person Specification**

*We are looking for an individual who helps ensure the charity delivers its aims.*

*Previous board experience is unnecessary/desirable/essential.*

*You should:*

* *Have a good understanding of what the role of a trustee entails.*
* *Feel confident initiating and leading conversations based on your ideas.*
* *Feel confident delivering feedback on the opinions and views of others.*

**Time Commitment**

*Trustees are appointed on a [insert time span] term.*

*Summary of expected time commitment:*

* *Up to [given number] of [given time] board meetings per year attended in person/online - meetings are likely to be during office hours/evenings.*
* *Additional time to study paperwork if necessary.*
* *Attending events/projects/clubs from time to time*
* *Expectation to join given% of meetings per year.*

**Application Process**

*You will need to provide the following information to be considered for the position:*

* *A CV*
* *A covering letter explaining your motivation to apply and what benefits you believe you would bring to the board.*
* *A completed skills matrix form*
* *Names and contact details of to referees to support your application.*
* *A signed declaration*

*Your completed application will be reviewed by [insert].*

*Successful applications will be invited to an interview with [insert].*

*Your completed application should be submitted via email to [insert].*

*Applications should be received no later than [dd/mm/yyyy].*

**Skills Matrix**

3 – Significant experience and expertise

2 – Some knowledge or experience

1 – Interested in learning more

0 – No knowledge or experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Governance and Leadership** | | | | |
|  | **3** | **2** | **1** | **0** |
| Chairing |  |  |  |  |
| Experience in a leadership role |  |  |  |  |
| Charity law and compliance |  |  |  |  |
| Strategic planning |  |  |  |  |
| Monitoring and evaluating an organisations performance |  |  |  |  |
| Measuring outcomes and impact |  |  |  |  |
| Conflict resolution/mediation |  |  |  |  |
| Risk management |  |  |  |  |
| Safeguarding |  |  |  |  |
| Data protection |  |  |  |  |
| Equality, diversity, and inclusion |  |  |  |  |
| Policy development |  |  |  |  |
| Project management |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **People** | | | | |
|  | **3** | **2** | **1** | **0** |
| Volunteer management |  |  |  |  |
| Recruitment and interviewing |  |  |  |  |
| Developing organisational culture |  |  |  |  |
| Stakeholder engagement and relationship building |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Finance** | | | | |
|  | **3** | **2** | **1** | **0** |
| Accountancy |  |  |  |  |
| Financing planning/budgeting |  |  |  |  |
| Understanding accounts and scrutiny of financial information |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Marketing** | | | | |
|  | **3** | **2** | **1** | **0** |
| Branding and brand development |  |  |  |  |
| Marketing strategy and business development |  |  |  |  |
| Public relations |  |  |  |  |
| Digital marketing |  |  |  |  |
| Social media |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Fundraising** | | | | |
|  | **3** | **2** | **1** | **0** |
| Fundraising strategy |  |  |  |  |
| Community fundraising |  |  |  |  |
| Corporate fundraising |  |  |  |  |
| Events fundraising |  |  |  |  |
| Grants and trusts fundraising |  |  |  |  |

**References**

|  |  |
| --- | --- |
| Please give the names and details of two referees to support your application | |
|  |  |

**Declaration**

Some people are disqualified by law from acting as trustee.

I declare: (please delete as appropriate)

I do / do not have an unspent conviction for an offence involving deception or dishonesty.

I am / am not an undischarged bankrupt.

I have / have not previously been removed from trusteeship of a charity by the court of the commissioners for misconduct or mismanagement.

I am / am not under a disqualification order under the Company Directors Disqualification Act 1986.

I am / am not disqualified by the Charities Act 1993 (section 72) from acting as a trustee.

|  |  |
| --- | --- |
| I declare that the information within this application is true and accurate. I have read and understood the requirements of becoming a trustee should my application be successful. I understand that if it is subsequently discovered that any statement or information is false or misleading, or that I have withheld any relevant information, my application may be disqualified, or my appointment revoked. | |
| Signed: | |
| Name: | Date: |