

Trustee of Renewable World – Job Description

Key responsibilities of the Board of Trustees:

- The Board of Trustees will actively govern the organisation, directing and controlling the organisation through collective decision making.
- Determining Mission and Strategy – actively take part in setting the organisation’s direction and determining how it will get there through the annual budgeting process and the business plan/strategic plan.
- Accountability – being held to account for the actions of the organisation and holding those who carry out the work (staff and/or volunteers) to account.
- Maintaining the effectiveness of the Board – playing their part in Board renewal, contributing to the recruitment and induction of new trustees. Contributing to effective decision making and information sharing processes, positive group dynamics, and taking part in reflection, learning and development as necessary.
- Safeguarding assets – acting as custodian of the assets, tangible (money, property etc.) and intangible (organisation’s reputation and name), ensuring that these assets are used appropriately and constitutionally. Ensuring that there are sufficient assets for the organisations survival.
- Being an ambassador for the organisation, representing the organisation and linking the organisation to its stakeholders, such as members, the community, funders etc.
- Contributing to the recruitment, selection and supervision of the executive senior management as appropriate.

Conduct required by the Trustees:

The Trustees will:

- Strive to attend all meetings, sending apologies to the chair for necessary absences.
- Prepare for the meeting by reading the agenda, papers and emails before the meeting.
- Talk to the chair before the meeting if you need to clarify anything.
- Arrive on time. Stay to the end.
- Participate fully in the meeting;
- Listen to what others have to say and keep an open mind.
- Contribute positively to the discussions.
- Try to be concise and avoid soliloquies/speeches.
- Help others concentrate on the meeting. Discourage side conversations.
- Have the best interests of the organisation/beneficiaries in mind at all times.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

Person Specification:

Qualities for the role of Trustee:

- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Commitment to the organisation with compassion and understanding of the needs of the organisation’s beneficiaries.
- A collaborative style with the ability to work effectively as a member of a team.

- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Have a willingness to devote the necessary time and effort.
- Possess good judgement and independence of mind.
- Show a willingness to work collectively as part of a group.
- Seek constructive debate and dialogue over confrontation.

Specific Responsibilities:

(Details below to be agreed when joining the board of trustees and updated on any change - wording to be tailored for each trustee. Not all will want to, or be able to take on all these roles):

- To make my specific areas of expertise known and to undertake to make my advice and this expertise available to the board and staff as required.
- To be an active member of one or more Board sub-committees or the Operations Committee.
- To do work on behalf of the organisation (e.g. sitting as a representative on outside bodies etc).