

## **Trustee of Renewable World – Generic Job Description (May 2023)**

### **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 organisation’s 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.

### **Person Specification:**

#### Qualities for the role of Trustee:

- 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 time and effort, including as a member of one or more committees.
- 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.

### **Conduct required by the Trustees:**

#### The Trustees will:

- Always have the best interests of the organisation in mind.
- 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.
- Participate fully in meetings while being as concise as possible.
- Listen to what others have to say and keep an open mind.
- Contribute positively to discussions.
- Draw attention to any potential conflicts of interest that may arise in the meeting.