# ROLE DESCRIPTION FOR A TRUSTEE OF CHANGES BRISTOL

In addition to the specific role as chair of trustees, the following are the responsibilities of being a trustee:

* Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
* Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
* Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
* Ensuring that the organisation defines its goals and evaluates performance against agreed targets
* Safeguarding the good name and values of the organisation
* Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
* Ensuring the financial stability of the organisation
* Protecting and managing the property of the charity and ensuring the proper investment of the charity’s funds
* Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)
* Trustees must attend at least 60% of the trustee meetings held monthly

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

# PERSON SPECIFICATION

**Person specification for Chair**

* Ideally, we are looking for someone who lives in, or close to, the City of Bristol so is familiar with other relevant organisations, statutory, independent and voluntary sector to take Changes Bristol forward.
* Have a real interest in mental health.
* Strong leadership, people management skills and the ability to chair meetings effectively.

• Someone who has a commitment to the aims and objectives of Changes Bristol, in promoting it in the best interests of its stakeholders and staff.

• Strategic vision and understanding .

• Good, independent judgment.

* An ability to think creatively

• An understanding of legal duties, responsibilities and liabilities of trusteeship, together with an understanding of the financial aspects of running a charity.

• An understanding of the way in which the Third Sector works.

• An ability to work effectively as part of a team, contributing an independent perspective.

• Possess integrity, objectivity, accountability, honesty.

• The applicant must be legally eligible to stand as a registered Company Director and Charity Trustee.

• Having had previous experience as Chair of a voluntary organisation is an advantage.

## Person specification for a Trustee

* A commitment to the organisation
* A willingness to devote the necessary time and effort
* Good, independent judgement
* An ability to think creatively
* A willingness to speak their mind
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* An ability to work effectively as a member of a team
* A commitment to the Trustee Protocol which includes Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.