



TRUSTEE JOB DESCRIPTION

TERM OF OFFICE	Three years (renewable once – total term six years)
DATE OF APPOINTMENT	July 2010
PURPOSE OF ROLE	To contribute to the effective running of the Trust

RESPONSIBILITIES

Trustees of any organisation have the following general responsibilities –

1. To ensure that the Trust complies with its Memorandum and Articles, charity law, company law, other relevant legislation or regulations and specific requirements in deed(s) of gift.
2. To ensure that the Trust pursues its objects as defined in its Memorandum and Articles.
3. To ensure the Trust uses its resources exclusively in pursuance of its objects.
4. To contribute actively to the board of Trustees' role in giving firm strategic direction to the Trust, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of the Trust.
6. To ensure the effective and efficient administration of the Trust.
7. To ensure the financial stability of the Trust.
8. To protect and manage the property of the Trust and to ensure the proper investment of the Trust funds.

In practice the principal responsibilities for the Trust's trustees are -

1. To contribute to the formulation of the Trust's strategy and policy.
2. To consider grant applications and monitoring and evaluation reports.
3. To contribute to external representation of the Trust.

Trustees are members of the Board of Hillingdon Community Trust and thus will be required to accept the legal responsibilities of trusteeship and directorship.

KEY DUTIES

1. To attend the bi-monthly Board meetings held each year
2. To be a member of either the Small Grants Committee or the Main Grants Committee and to attend the bi-monthly meetings of the committee.
3. To attend occasional events organised by the trust or by organisations to which grants have been made.
4. To make occasional visits to projects.
5. To devote time to reading and assessing grant applications and board papers in advance of each meeting.

TIME COMMITMENT

The minimum commitment is an average of around 6 hours per month and attending bi monthly evening meetings as well as the Trust's annual event in June. New Trustees will also need to spend time familiarising themselves with the Trust and its work.

JOB REQUIREMENTS

Essential qualities for all Trustees are -

1. A strong commitment to the work of the Trust.
2. A willingness to devote the necessary time and effort.
3. Strategic vision, impartiality and good independent judgment.
4. Ability to think creatively.
5. Knowledge and understanding of the socio economic nature of Hillingdon and its communities, particularly in respect of the southern six wards of the Borough.
6. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
7. Ability to work effectively as a member of a team.

It is also helpful, although by no means essential, if Trustees have experience of any of the following

1. working with voluntary organisations
2. working with disadvantaged communities.
3. being on the boards of a company, public or voluntary organisation
4. working in or with charities or grant making bodies.

The Trust is particularly keen to appoint Trustees who have knowledge or experience of legal matters, health inequalities, property or youth services.

So that the Board reflects its area of benefit, the Trust is keen to attract Trustees from across the diverse communities that make up the population of the south of Hillingdon.