

## Role Description – Trustee



### About Us

Bridges for Communities connects people of different cultures and faiths, enabling them to build friendships and grow in their understanding of one another. Through these connections and experiences, we seek to build a more cohesive society where people are better neighbours, newcomers feel more welcome and cities are more inclusive.

Our programmes include Peace Feasts, Sharing Festivals events, Cultural Exchange Trips, befriending support for refugees and asylum seekers, Bristol Welcome events, RefuLingua, and Cultural Awareness Training. Founded in 2010, we are based in Bristol but aim to inspire and equip people to make a difference in other places too. We are looking for Board members for our exciting next phase of development.

### About the Role

The trustee role is a voluntary position that helps oversee the running of a charity. We have official meetings quarterly that normally last for 2 hours – these meetings may require additional time for preparatory reading of supporting documents for presentation. There will be occasional further opportunities for attending Bridges for Communities activities and for personal development and trustee training. Bridges for Communities is happy to cover out-of-pocket expenses for trustees. Trustees are asked to commit to serving for a 3-year period.

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| Remuneration     | The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed. |
| Location         | Bristol  |
| Time commitment: | 4 Board meetings per year (usually online)   |
| Reporting to     | Board of Trustees (Executive Committee)  |

### Trustee Role Description

The duties of a trustee are as follows:

- 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 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 (ie 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 Director

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.

### **Trustee person specification**

- A commitment to the organisation and its vision.
- A willingness to devote the time and effort needed for the role.
- The skills to analyse proposals and examine their consequences.
- Good, independent judgment.
- 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.